

# BUDGETING, ACCOUNTING AND REPORTING SYSTEM (BARS)

*For*

For Proprietary-Type Districts  
(Unclassified)



Washington  
***State Auditor***  
Brian Sonntag

UNCLASSIFIED PROPRIETARY-TYPE DISTRICTS

Copies of this manual will be furnished  
after prepayment of a nominal charge.  
Please contact:

STATE AUDITOR'S OFFICE  
DIVISION OF LEGISLATIVE AND TECHNICAL SERVICES  
PO BOX 40031  
OLYMPIA, WASHINGTON 98504-0031  
(360) 753-3540

For BARS technical assistance contact the State  
Auditor's Office, Division of Legislative and  
Technical Services (DLTS) at (360) 753-3540.



PROPRIETARY BARS MANUAL  
FOR UNCLASSIFIED MUNICIPALITIES  
(Volume 1)

TABLE OF CONTENTS

Cover Page  
Table of Contents  
Contributors  
Introduction  
Updates and Overviews of Changes

PART ONE      UNIFORM CHARTS OF ACCOUNTS      YELLOW TABS

Chapter 1      Design and Prescription  
~~Chapter 2      General Ledger Accounts~~  
~~Chapter 3      Fixed Asset Accounts~~  
Chapter 4      Grant Source Codes  
Chapter 5      Port District Revenue Accounts  
Chapter 6      Port District Expense Accounts

PART TWO      BUDGETING SECTION      BLUETABS

(To be issued at a later date.)

PART THREE      ACCOUNTING SECTION      WHITE TABS

(To be issued at a later date.)

PART FOUR      REPORTING SECTION      RED TABS

Chapter 1      Reporting Principles  
Chapter 2      Port District Financial Statements  
Chapter 3      (To be issued at a later date.)  
Chapter 4      (To be issued at a later date.)  
Chapter 5      Supplemental Schedules  
Chapter 6      Notes to the Financial Statements  
Chapter 7      (To be issued at a later date.)  
Chapter 8      Conversion Charts

PART FIVE      GLOSSARY      GREEN TABS

Note: Items lined-through indicate chapters that have been omitted, and thus not required for users of this manual.

## CONTRIBUTORS

This manual was developed through the dedicated efforts of the State Auditor's Office and the Port District Manual Revision Committee (1990-91) which was formed through the Washington Public Ports Association (WPPA) Finance Committee. Its membership at that time consisted of the following people:

Bob Benjamin	Port of Port Townsend
Charles Daughtry	Port of Vancouver
Les Hippe	Port of Grays Harbor
Therese Holm	Port of Bellingham
William James	Port of Port Angeles
June Killmer	Port of Benton
John McGill	Port of Port Angeles
Kristyne Messer	Port of Seattle
Richard Selvage	Port of Olympia
Jeff Smith	Port of Tacoma
Thomas Van Wyck	Port of Everett
Jan Jutte	State Auditor's Office
Nestor Newman	State Auditor's Office
Shad Pruitt	State Auditor's Office
Mark Rapozo	State Auditor's Office

Finally, special credit and recognition is made of Marge Garrison, Port of Seattle.

THIS PAGE LEFT BLANK INTENTIONALLY.

## INTRODUCTION

The chart of accounts and procedures contained in this manual must be used by local governmental units as prescribed by the State Auditor's Office (RCW 43.09.200).

The uniform system of accounts is best applied consistently throughout the budgeting, accounting, and reporting cycles. However, it is permissible to use a different system of numbers for internal accounting, so long as equivalent detail is maintained for reporting purposes. The prescribed chart of accounts must be used for detail reporting of revenues and expenses.

Districts and utilities are categorized into two groups as follows:

Classified - Utilities or districts having annual gross operating revenues of \$2,000,000 or more. These entities are required to use a chart of accounts for budgeting and reporting in conformity with generally accepted accounting principles (GAAP). The accounts in the Classified Proprietary BARS manual satisfy this requirement. *All transit agencies are classified.*

Unclassified - Utilities or districts having annual gross operating revenues of less than \$2,000,000. Entities in this classification may follow single-entry accounting and cash-basis reporting procedures which are not intended to reflect financial condition and results of operations in conformance with GAAP. These entities may use the Unclassified Proprietary BARS manual.

The BARS accounting procedures consist of prescribed rules for handling financial transactions that have general application for Washington municipalities. They are not intended to deal with all situations or circumstances and must be supplemented from a variety of other sources:

1. Bulletins (issued separately by the State Auditor's Office) are concerned primarily with compliance matters, such as allowable transactions, but sometimes prescribe accounting rules that relate to such compliance.
2. Subsystems and other prescribed systems of accounts.
3. Statutes, regulations, and local rules.
4. Generally accepted accounting principles (GAAP). These encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time.

**THIS PAGE LEFT BLANK INTENTIONALLY.**

EFF DATE   SUPERSEDES  
1/1/92        NONE

BARS MANUAL:   VOL   PT   CH   PAGE  
UNCLASSIFIED PROPRIETARY    1    1    0    7



EFF DATE   SUPERSEDES  
1/1/92        NONE

BARS MANUAL:   VOL   PT   CH   PAGE  
UNCLASSIFIED PROPRIETARY    1    1    0    8

<u>V</u> <u>O</u> <u>L</u>	<u>P</u> <u>T</u>	<u>C</u> <u>H</u>	<u>P</u> <u>G</u>	<u>CHANGES</u>	<u>REM</u> <u>OVE</u>	<u>INSE</u> <u>RT</u>
1				Suggestion Form		
1	1	0	1	Added "Part Five (Glossary)"	1-2	1-2
1	1	0	5	Changed threshold for operating revenues; revised last paragraph	5-6	5-6
1	1	1	1	Changed threshold for operating revenue; corrected typographical error	1-2	1-2
1	1	1	2	Removed "Acct. Group" from organizational number		
1	1	4	2	Corrected grant numbers	1-2	1-2
1	1	4	10	Revised grants in 97. series	9-10	9-10
1	4	1	1	Added magnetic filing instructions	1-2	1-2
1	4	1	5	Corrected first paragraph; added address; added magnetic filing instructions; moved 3 paragraphs to the next page	5-10	5-10
1	4	1	6	Moved text from previous page		
1	4	1	7	Updated the list		
1	4	1	9	Updated the list		
1	4	2	5	Added Net Income (Loss) line	5-6	5-6
1	4	5	2	Removed Schedule 06 from matrix	1-10	1-10
1	4	5	4	Changed "ending to "ended"; revised example		
1	4	5	5	Changed "ending" to "ended"		
1	4	5	8	Changed "ending" to "ended"		
1	4	5	9	Changed "ending" to "ended"		
1	4	5	13	Revised second paragraph and Column 3	13-16	13-16
1	4	5	14	Changed "ending" to "ended"		
1	4	5	15	Changed "ending" to "ended"		

<u>V</u> <u>O</u> <u>L</u>	<u>P</u> <u>T</u>	<u>C</u> <u>H</u>	<u>P</u> <u>G</u>	<u>CHANGES</u>	<u>REM</u> <u>OVE</u>	<u>INSE</u> <u>RT</u>
1	4	5	17-18	Revised instructions and listing	17-18	17-18
1	4	5	20	Changed "ending" to "ended"; revised example	19-22	19-22
1	4	5	21-22	Changed "ending" to "ended"		
1	4	5	29-30	Revised instructions to Schedule 16	29-32	29-34
1	4	5	31	Moved schedule to the next page; added new text (Notes to the schedule)		
1	4	5	32	Moved the schedule from previous page; revised the schedule		
1	4	5	33	Added an example		
1	4	6	9	Removed last paragraph	9-10	9-10
1	4	6	15	Revised lines 5 and 24; removed lines 25-27	15-16	15-16
1	4	6	25	Revised lines 9 and 13; updated address	25-28	25-28
1	4	6	26	Corrected typographical error		
1	4	6	28	Removed first paragraph		
1	4	6	42	Corrected typographical error	41-44	41-44
1	4	6	44	Corrected typographical error		
1	4	8	1	Corrected BARS account numbers for 6155	1-2	1-2
1	4	8	2	Corrected BARS account numbers for 6352		
1	A	1	1-40	Added Glossary		1-40

**Update and Overview  
Of Changes**

V	Pt	Ch	Pg	Description	Remove	Insert
				Updated front page; added ordering information		
1	1	0	5	Revised second and last paragraphs	5-6	5-6
1	1	4	8	Added 81.0X; corrected code for BPA; removed 91.12	7-12	7-12
1	1	4	9	Removed 91.33, 91.67 and 91.68		
1	1	4	10	Removed 96.33, 96.35, 96.55, 96.68; revised titles for 96.00, 96.08, 96.23, 96.52 and 96.70		
1	1	4	11	Revised title 98.68; marked deleted programs		
1	1	5	1	Changed title of 670.00	1-4	1-4
1	1	5	2	Moved 650.00 from next page		
1	1	5	3	Moved 650.00 to previous page; changed title of 670.00; added 671.00, 672.00, 673.00 and 679.00; removed footnote		
1	1	5	23	Added new account 67X.XX; moved previous pages 23-26 to 24-27	23-26	23-28
1	1	5	24-27	Moved accounts from page 23-26		
1	1	6	1	Changed title of 770.00	1-4	1-4
1	1	6	2	Moved 750.00 from next page		
1	1	6	3	Moved 750.00 to previous page, changed title of 770.00; added 771.00, 772.00, 773.00 and 779.00; removed footnote		
1	1	6	36	Added new accounts 77X.XX	35-44	35-44
1	1	6	37-44	Moved accounts from pages 36-43 to 37-44		
1	4	1	1	Added Schedule 19 to listing	1-2	1-2
1	4	1	5	Revised first paragraph; added Schedule 19 to listing	5-6	5-6
1	4	1	11	Removed Schedule 10; added Schedule 19	11-14	11-14

**Update and Overview  
Of Changes**

V	Pt	Ch	Pg	Description	Remove	Insert
1	4	1	13	Revised report's cover page		
1	4	2	5	Added asterisk to second column	5-6	5-6
1	4	5	1-2	Removed Schedule 10; added Schedule 19	1-2	1-2
1	4	5	12	Added title to Schedule; corrected first row	11-12	11-12
1	4	5	23-28	Removed Schedule 10	23-34	23-30
1	4	5	23	Moved Schedule 16 from page 29; revised instructions for Column 5		
1	4	5	24	Moved text from page 30		
1	4	5	25	Moved text from page 31; revised Notes 1 & 4		
1	4	5	27	Moved Schedule 16 from page 33; revised Schedule		
1	4	5	28-29	Added Schedule 19		
1	4	6	3	Changed title of Note 5; added page numbers	3-6	3-6
1	4	6	4	Adjusted line numbers		
1	4	6	5	Corrected typographical error		
1	4	6	10	Removed text	9-16	9-16
1	4	6	11	Revised lines 12-20; changed title of Note 5; removed lines 22-23		
1	4	6	12	Replaced instructions for line 1; removed instructions for line 12		
1	4	6	13	Replaced lines 1-11; removed lines 12-13 and 15-17		
1	4	6	14-15	Removed "FSLIC"		
1	4	6	21	Revised title of Note 5	21-22	21-22
1	4	6	25	Corrected typographical error; changed date	25-26	25-26
1	4	6	39	Revised lines 3-6 and 23	39-40	39-40
1	4	6	43	Corrected lines 3-4, 14-18	43-44	43-44

**Update and Overview  
Of Changes**

V	Pt	Ch	Pg	Description	Remove	Insert
1	A	1	1	Revised "Accrual Basis"	1-2	1-2
1	A	1	7	Revised "Certificate ..."	7-10	7-10
1	A	1	9	Revised "Cost of Services...", "Current Assets", and "Current Liabilities"		
1	A	1	14	Added "Flow of Economic..."	13-14	13-14
1	A	1	21	Added "Joint Ventures"	21-24	21-24
1	A	1	23	Revised "Measurement Focus"		

**Update and Overview  
Of Changes**

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/93

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	1	0	14

**Update and Overview  
Of Changes**

V	Pt	Ch	Pg	Description	Remove	Insert
				Updated title page information		
1	1	0	5	Deleted first paragraph	5-6	5-6
1	1	1	1-5	Revised section to clarify requirements and definitions	1-6	1-6
1	1	4	1	Revised guidance for state and federal grants	1-2	1-2
1	1	4	5-7	Deleted 02.6X, 04.1X and 13.6X. Revised 02.5X, 04.2X and 20.5X.	5-8	5-8
1	4	1	1	Removed Schedule 05P from table of contents	1-2	1-2
1	4	1	5	Removed Schedule 05P from list	5-12	5-12
1	4	1	7	Added "Port of Ephrata" to index		
1	4	1	9	Removed Transit MCAG Index		
1	4	1	11	Removed Schedule 05P from reporting requirements		
1	4	5	1-2	Removed Schedule 05P	1-12	1-12
1	4	5	3-6	Updated Schedule 04 guidance		
1	4	5	7-10	Updated Schedule 05 guidance		
1	4	5	11-12	Removed Schedule 05P (Detail of Payroll and Related Expenses)		
1	4	5	23-26	Updated Schedule 16	23-26	23-26
1	4	6	14-15	Added requirement to disclose "Derivatives and Similar Transactions" investments	13-16	13-16
1	4	6	25	Revised line 13 for Note 7 (Pension Plans)	25-26	25-26



**Update and Overview  
Of Changes**

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/95	1/1/94

<u>BARS MANUAL:</u>		<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY		1	1	0	16

## DESIGN AND PRESCRIPTION

### Applicability

The *Budgeting, Accounting and Reporting System* (BARS) must provide a complete record of financial transactions to ease preparation of the prescribed financial reports.

The prescribed chart of accounts represents an orderly means of classifying transactions. Only the accounts applicable to a particular entity should be used. This uniform system of accounts is best applied consistently throughout the budgeting, accounting and reporting cycles. However, it is permissible to use a different system of numbers for internal accounting, so long as equivalent detail is maintained for reporting purposes.

### Classified Municipalities (includes all Transit Agencies)

~~The following policies will govern the application of this accounting system by proprietary entities with annual operating revenue of \$2,000,000 or more:~~

- ~~1. Double-entry method of accounting will be employed. This includes maintaining general ledgers and subsidiary ledgers (e.g. journals) to reflect the flow of financial transactions from the original source to the final posting. Journals provide a chronological history of financial transactions and a systematic means by which the transactions can be distributed and summarized for convenient posting to ledger accounts.~~
- ~~2. The full accrual basis of accounting is prescribed.~~
- ~~3. Revenues and expenses will be classified according to operation using the prescribed chart of accounts.~~
- ~~4. The prescribed chart of accounts must be used for detail reporting of revenues and expenses. If a different system of numbers is used for internal accounting, it must contain equivalent detail throughout the budgeting, accounting, and reporting processes. It is permissible to add more detailed accounting for control and reporting purposes.~~

### Unclassified Municipalities

The following policies will govern the application of this accounting system by proprietary entities with annual operating revenue less than \$2,000,000:

1. Single-entry accounting will be employed. This method consists of a listing and classification of cash transactions without the formality of double-entry accounting. For that reason, it is not in compliance with generally accepted accounting principles (GAAP). However, single-entry accounting as permitted in this manual requires full compliance with all legal requirements.
2. Revenues and expenses will be classified according to operation using the prescribed chart of accounts.
3. The prescribed chart of accounts must be used for detail reporting of revenues and expenses. If a different system of numbers is used for internal accounting, it must contain equivalent detail throughout the budgeting, accounting, and reporting processes. It is permissible to add more detailed accounting for control and reporting purposes.
4. Unclassified Municipalities may use the Classified Municipalities methods of accounting.

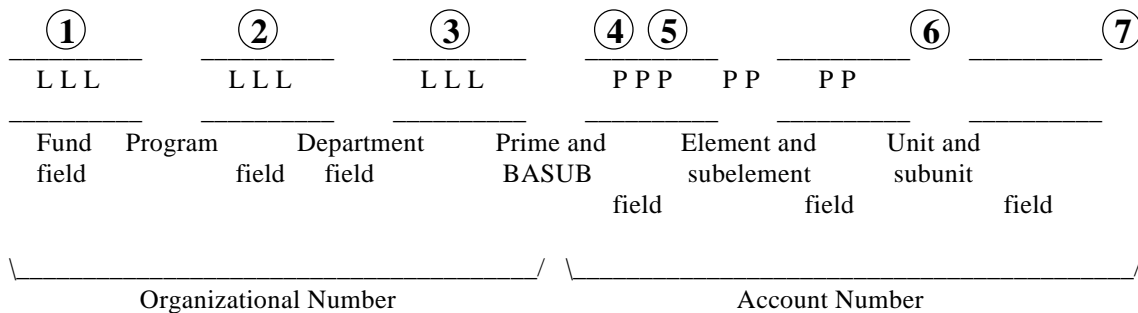
## DESIGN AND PRESCRIPTION

### Account Code Structure

In the BARS structure a sixteen (16) digit code accommodates the various transactions. Of these 16 digits, 7 digits are fully reserved for the Account Number, which means that if you decide to use unassigned portions of this field for local purposes, you should be aware that additional account coding may be prescribed in the future which will supplant your local applications. ~~(One exception: In the general ledger, the subelement digit is left for local applications; it will not be assigned required meanings.)~~

In addition to this seven digit Account Number, the Organizational Number includes a field of three digits which is reserved for the fund code, three digits for the program code, and another three digits for the department code, for a total code structure of 16 digits. THE PARTICULAR CODES IN THE FUND , PROGRAM, AND DEPARTMENT FIELDS ARE AVAILABLE FOR EACH LOCAL GOVERNMENT TO USE AS THEY CONSIDER NECESSARY.

The account structure is designed to provide for complete identification of each transaction.



P = Specific coding is prescribed in the BARS manual.

L = The fields are established in the BARS manual, but specific numbers are assigned by each municipal corporation.

The first part of the account code is an ORGANIZATIONAL NUMBER indicating:

	<u>Digits</u>
Fund	xxx
Program	xxx
Department or equivalent	xxx

The second part of the account code is the ACCOUNT NUMBER, consisting of:

	<u>Digits</u>
Prime Digit	x
Basic and Subaccount (BASUB)	xx
Element/Subelement	xx
Unit/Subunit	xx

## DESIGN AND PRESCRIPTION

- ① **FUND CODE** - Used to identify separate funds created and maintained for a particular purpose and having transactions subject to legal or administrative restrictions.
- ② **PROGRAM CODE** - May be used to identify a group of interdependent, closely related activities contributing to a common objective or group of allied objectives. Program numbers are determined by each municipal corporation. If used, they must have three digits, so "1" should be "001".
- ③ **DEPARTMENT CODE** - May be used to identify distinct departments of the government. Also, it may be used in grant accounting to sequence grants from a single source. Department numbers are also determined locally. Like program numbers, if used, they must have three digits; i.e., department "1" or "23" should be "001" or "023".
- ④ **PRIME DIGIT** - The first figure in the seven digit Account Number used to identify the type of transaction.

1 (One) ~~denotes an asset account.~~

2 (Two) ~~denotes a liability or equity account.~~

4 (Four) denotes a transit agency revenue account.

5 (Five) denotes a transit agency expense account.

6 (Six) denotes a port district revenue account.

7 (Seven) denotes a port district expense account.

3 (Three), 8 (Eight) and 9 (Nine) are not being used as prime digits.

### ⑤ **BASIC/SUB (BASUB) CODES**

Revenue - The numbers assigned to identify the general types of revenues related to the different operations.

Expense - The numbers assigned to identify the general types of expenses related to the different operations.

### ⑥ **ELEMENT/SUBELEMENT CODES**

Revenue - The numbers assigned to further identify specific types of revenues within a particular Basic/Sub category.

Expense - The numbers assigned to further identify specific types of expenses related to the particular Basic/Sub category.

## DESIGN AND PRESCRIPTION

### ⑦ UNIT/SUBUNIT CODES (OR OBJECT/SUBOBJECT)

Revenue - Generally, the numbers have not been defined, and are available for the additional coding by the entity. However, as the BARS manual is updated, it may be necessary to define these codes.

Expense - Transit Agencies use these numbers to identify the different operations from which expenses are incurred (see Part 1, Chapter 8).

Balance Sheet/General Ledger BASUB/ELEMENT CODES - ~~The numbers assigned to identify accounts which classify, in summary form, all transactions of the accounting unit. The subelement digit is left for local use throughout the general ledger.~~

## DESIGN AND PRESCRIPTION

### MINIMUM LEVELS FOR EXPENSE AND REVENUE

The following chart summarizes the amount of detail required for each municipal corporation.

<u>EXPENSES</u>			
<u>Item Description</u>	<u>Example</u>	<u>Classified</u>	<u>Unclassified</u>
Fund	401	Optional	Optional
Program	000	Optional	Optional
Department	000	Optional	Optional
Prime Digit	<u>7</u> 00	X	X
Basic Account	7 <u>1</u> 0	X	X
Subaccount	71 <u>1</u>	X	X
Element	711. <u>2</u> 0	X	X
Subelement	711.2 <u>3</u>	X	X
Unit (or Object)	711.23. <u>0</u>	Optional <sup>1/</sup>	Optional <sup>1/</sup>
Subunit (or Subobject)	711.23.0 <u>0</u>	Optional <sup>1/</sup>	Optional <sup>1/</sup>

---

<u>REVENUES</u>			
<u>Item Description</u>	<u>Example</u>	<u>Classified</u>	<u>Unclassified</u>
Fund	401	Optional	Optional
Program	000	Optional	Optional
Department	000	Optional	Optional
Prime Digit	<u>6</u> 00	X	X
Basic Account	6 <u>3</u> 0	X	X
Subaccount	63 <u>1</u>	X	X
Element	631. <u>8</u> 0	X	X
Subelement	631.8 <u>1</u>	X	X
Unit (or Object)	631.81. <u>0</u>	Optional <sup>1/</sup>	Optional <sup>1/</sup>
Subunit (or Subobject)	631.81.0 <u>0</u>	Optional <sup>1/</sup>	Optional <sup>1/</sup>

---

<sup>1/</sup> Except when specifically prescribed in the BARS manual.

## DESIGN AND PRESCRIPTION

### Port District Revenue Account Numbering - EXAMPLE

Account codes are derived from the chart of accounts by selecting a series of numbers which describe a transaction. For example, assume that the port furnished electricity to users of the marine terminal premises. The following steps show the procedure used to classify this information:

Step 1: Select a basic account which describes the source of the revenue.  
(See Part 1, Chapter 5, REVENUES)

610.00	AIRPORT
620.00	MARINA
630.00	MARINE TERMINAL
640.00	LOCAL OPTION
650.00	LOCAL OPTION
660.00	PROPERTY LEASE/RENTAL
670.00	LOCAL OPTION
680.00	GENERAL AND ADMINISTRATIVE
690.00	NONOPERATING

Step 2: From the subaccounts shown under the basic account select the one which describes the type of charge.

630.00	MARINE TERMINAL
631.00	USER CHARGES
632.00	USER CHARGES
633.00	OPERATING GRANTS
634.00	REAL PROPERTY RENTALS - LAND
635.00	REAL PROPERTY RENTALS - FACILITIES
636.00	REAL PROPERTY RENTALS - FACILITIES
637.00	PERSONAL PROPERTY RENTALS WITH PORT OPERATOR
638.00	PERSONAL PROPERTY RENTALS WITHOUT PORT OPERATOR
639.00	OTHER

## DESIGN AND PRESCRIPTION

### Port District Revenue Account Numbering (cont.)

Step 3: From the elements shown under the subaccount, 631.00 selected in Step 2, select the revenue element which describes the service rendered.

631.10	DOCKAGE
631.20	WHARFAGE
631.30	SERVICE AND FACILITIES
631.40	STORAGE
631.50	LOADING AND UNLOADING
631.60	HANDLING
631.70	LABOR
631.80	UTILITIES
631.90	OTHER

Step 4: From the subelements shown under the elements, 631.80 selected in Step 3, select the revenue subelement which defines the service rendered.

631.81	WATER
631.82	ELECTRICITY
631.83	SEWER
631.84	STEAM
631.85	SURFACE WATER TAX
631.86	GARBAGE COLLECTION
631.87	NATURAL GAS/PROPANE/OIL
631.88	TELECOMMUNICATIONS
631.89	OTHER

The proper account number is 631.82.



## DESIGN AND PRESCRIPTION

### Port District Expense Account Numbering - EXAMPLE

A similar procedure is used to classify expenses. For example, assume that the information to be classified is the regular salaries of employees for services rendered in connection with marine terminal operations. The following steps show the procedures used to locate the proper account number.

Step 1: Select the basic account which describes the use of the expense.  
(See Part 1, Chapter 6, EXPENSES)

710.00	AIRPORT
720.00	MARINA
730.00	MARINE TERMINAL
740.00	LOCAL OPTION
750.00	LOCAL OPTION
760.00	PROPERTY LEASE/RENTAL
770.00	OTHER
780.00	GENERAL AND ADMINISTRATIVE (UNALLOCATED)
790.00	NONOPERATING

Step 2: Select a subaccount which describes the type of activity.

730.00	MARINE TERMINAL
731.00	OPERATIONS
732.00	
733.00	MAINTENANCE
734.00	
735.00	GENERAL AND ADMINISTRATIVE (ALLOCATED)
736.00	
737.00	DEPRECIATION
738.00	
739.00	OTHER

DESIGN AND PRESCRIPTION

Port District Expense Account Numbering (cont.)

Step 3: Select the element which classifies the activity function being performed.

731.00 OPERATIONS

731.10	SALARIES/LABOR
731.20	BENEFITS
731.30	OUTSIDE SERVICES
731.40	SUPPLIES
731.50	EQUIPMENT
731.60	FACILITIES
731.70	GENERAL AND ADMINISTRATIVE (DIRECT)
731.80	UTILITIES
731.90	OTHER

Step 4: Select the subelement which describes the purpose of the expense.

731.10	SALARIES/LABOR
731.11	REGULAR (STRAIGHT-PAY)
731.12	OVERTIME

The proper account number is 731.11.

DESIGN AND PRESCRIPTION

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	1	1	10

DESIGN AND PRESCRIPTION

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	1	1	11

BARS UNIFORM CHART OF ACCOUNTS  
GENERAL LEDGER

This chapter contains the balance sheet accounts used in double-entry accounting required of Classified Proprietary entities. The chapter is not applicable to Unclassified Proprietary governments which use a cash book, investment ledger, bond register, and receivables ledgers to control the assets and liabilities they are responsible for.

The State Auditor's Office (SAO) has determined that the requirements of double-entry accounting are too extensive to prescribe for Unclassified municipalities, considering their size and the resources they typically have available to perform accounting tasks. However, any government that wishes to provide the superior information should contact the SAO to obtain copies of the Classified Proprietary BARS manual.

This chapter contains the balance sheet asset accounts, which provide supplemental detail for the general ledger accounts in Chapter 2, used in double-entry accounting required of Classified Proprietary entities. The chapter is not applicable to Unclassified Proprietary governments which use inventory records to control the fixed assets they are responsible for.

The State Auditor's Office (SAO) has determined that the requirements of double-entry accounting are too extensive to prescribe for Unclassified municipalities, considering their size and the resources they typically have available to perform accounting tasks. However, any government that wishes to provide the superior information should contact the SAO to obtain copies of the Classified Proprietary BARS manual.

## **GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

### **Coding Instructions**

The coding procedures in this section apply to all federal and state grant moneys. They apply whether such arrangements are called "awards," "grants," "block grants," "subsidies," "programs," "cost reimbursements," "contracts," or "agreements."

For further information about revenue account coding, see Part 1, Chapter 5, of this manual.

### **State Grants**

Grants from all state agencies will be coded using the assigned three digit code listed in the following pages.

Example: Port district receives a state grant from the Department of Transportation for its airport operations. The BARS code for the grant is 613.03.6X.

BARS CODE	6	1	3.	0	3.	6	X
1. Revenue-----	*	*	*	*	-----	*	*
2. Airport-----	*	*			*	*	
3. Operating Grant-----	*				*	*	
4.) BARS Grant----	*				*	*	
5.) Code *	-----	*			*	*	
6.) Listing-----	*					*	
7. For local use (see below)-----						*	

If more than one grant is received from the same agency, use the seventh digit (shown by "X") to distinguish them. You may also use the seventh digit to distinguish different program years of the same grant.

### **Federal Grants**

All codes for federal grants are abbreviated versions of the numbers assigned by the federal government itself in the Catalog of Federal Domestic Assistance (CFDA). There are two strategies: one for Department of Health and Human Services grants and one for all other federal grants.

If a local government receives a grant from a federal source not included in the following listing, you should consult the most current edition of the catalog for proper coding following the strategy described herein.

Most agreements with federal agencies include references to the funding program in the first few paragraphs of the agreement. The exact title of the funding program is what you need to find the catalog number.

## **GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

Grants from all federal agencies except the Department of Health and Human Services will be coded using the first 3 digits of the number assigned that program in the Catalog of Federal Domestic Assistance (CFDA).

Example: Port District receives a grant from the Federal Aviation Administration (FAA). The title of the grant is Airport Improvement Program. The CFDA number is 20.106. The BARS code for this grant is 613.20.1X.

BARS CODE	6	1	3	2	0	1	X
1. Revenue-----	*	*	*	*	*	*	*
2. Airport-----	*	*			*	*	
3. Operating Grant-----	*				*	*	
4.) First three-----	*				*	*	
5.) digits of the	*				*	*	
6.) CFDA number--	*					*	
7. For local use (see below)-----	*					*	

If more than 1 grant with the same CFDA number is received, use the seventh digit (shown by "X") to distinguish them. You may also use the seventh digit to distinguish different program years of the same grant.

### **Federal Grants - Health And Human Services Department**

Grants from the federal Department of Health and Human Services (DHHS) will be coded using the last 3 digits of the Catalog of Federal Domestic Assistance number preceded by a "9." The catalog number of all DHHS grants begins with 93. Since there are numerous DHHS grants to distinguish and since the BARS structure is limited to 7 digits, we substituted the 1 digit number 9 for the 93.

Example: Port district receives a grant from DHHS for its marine terminal operations. The title of the grant is Occupational Safety and Health Research Grant. The CFDA number is 93.262. The BARS code for this grant is 633.92.62.

BARS CODE	6	3	3	9	2	6	2
1. Revenue-----	*	*	*	*	*	*	*
2. Marine Terminal-----	*	*	*			*	
3. Operating Grant-----	*				*	*	
4. Dept. of Health &				*		*	
Human Services (DHHS)--	*					*	
5.) Last three-----	*				*	*	
6.) digits of the				*		*	
7.) CFDA number-----	*					*	



**GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

**THIS PAGE LEFT BLANK INTENTIONALLY.**

EFF DATE   SUPERSEDES  
1/1/92        NONE

BARS MANUAL:   VOL   PT   CH   PAGE  
UNCLASSIFIED PROPRIETARY    1    1    4    3

**GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

**THIS PAGE LEFT BLANK INTENTIONALLY.**

## **GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

### **I. STATE AGENCIES**

00.1X State Legislature and Its Committees  
00.2X Office of the Governor  
00.3X Secretary of State  
00.4X Office of Financial Management (OFM)  
00.5X Department of Personnel  
00.6X Department of Retirement Systems  
00.7X Department of General Administration (GA)  
00.8X Department of Licensing  
00.9X Department of Revenue

01.0X Office of Attorney General (AG)  
01.1X Criminal Justice Training Commission  
01.2X Other Judicial Agencies  
01.3X State Patrol  
01.4X State Gambling Commission  
01.5X Department of Corrections  
01.6X State Jail Commission  
01.7X Other State Corrections Agencies  
01.8X State Military Department

02.1X State Department of Agriculture  
02.2X State Agricultural Commissions  
02.3X Department of Natural Resources  
02.4X Department of Parks and Recreation  
02.5X Department of Fish and Wildlife  
02.7X Interagency Committee for Outdoor Recreation (IAC)  
02.8X Utilities and Transportation Commission

03.0X State Energy Office  
03.1X Department of Ecology  
03.2X Other State Environmental Agencies  
03.5X Traffic Safety Commission  
03.6X Department of Transportation  
03.7X County Road Administration Board (CRAB)  
03.8X Transportation Improvement Board (TIB)  
03.9X Other State Transportation Agencies

04.2X Department of Community, Trade and Economic Development (DCTED)  
04.3X Human Rights Commission  
04.4X Hospital Commission  
04.5X Department of Veterans Services  
04.6X Department of Social and Health Services (DSHS)  
04.7X Department of Employment Security  
04.8X Minority Commissions and Councils  
04.9X Department of Health

## **GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

05.1X Superintendent of Public Instruction (SPI)  
05.2X Commission for Vocational Education (CVE)  
05.3X Council for Post Secondary Education  
05.4X State Universities and Four-Year Colleges  
05.5X State Community Colleges  
05.6X Other State Educational Agencies  
05.7X State Library Commission  
05.8X State Arts Commission

06.9X Other State Agencies

## **II. INTERLOCAL GRANTOR CODES**

07.0X/09.9X (Reserved for Local Use)

## **III. FEDERAL AGENCIES**

10. Department of Agriculture  
Federal forest yield moneys received from the State of Washington should be code d 332.10.60.

10.0X Agricultural Stabilization and Conservation Service  
10.1X Agricultural Marketing Service  
10.2X Forestry Competitive Grants  
10.4X Farmers Home Administration (FmHA)  
10.5X Food and Nutrition Service  
10.6X Forest Service  
10.7X National Agricultural Library  
10.8X Rural Electrification Administration  
10.9X Soil Conservation Service

11. Department of Commerce  
11.3X Economic Development Administration  
11.4X National Oceanic and Atmospheric Administration  
11.6X National Institute for Standards and Technology  
11.8X Minority Business Development Agency

12. Department of Defense  
Moneys received from the State of Washington for federal leases of flood control property should be coded 332.12.10; moneys for forest yield on military land should be code d 332.12.00.

12.1X Department of the Army, Corps of Engineers  
12.6X Office of Economic Adjustment

### **GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

#### **III. FEDERAL AGENCIES**

- 14. Department of Housing and Urban Development
  - 14.1X Housing-Federal Housing Commissioner
  - 14.2X Community Planning and Development, including Community Development Block Grants
  - 14.4X Office of Fair Housing and Equal Opportunity
  
- 15. Department of the Interior
  - Moneys received from the State of Washington for geothermal energy leases of federal lands (originating from Interior's Bureau of Land Management) should be coded 332.15.22, and Taylor Act grazing leases should be coded 332.15.21.
  
  - 15.1X Bureau of Indian Affairs
  - 15.2X Office of Surface Mining Reclamation and Enforcement
  - 15.5X Bureau of Reclamation
  - 15.6X U.S. Fish and Wildlife Service
  - 15.8X Geological Survey
  - 15.9X National Park Service
  
- 16. Department of Justice
  - 16.0X Drug Enforcement Administration
  - 16.54 Office of Juvenile Justice and Delinquency Prevention
  - 16.56 National Institute of Justice
  - 16.57 Office of Justice Programs (Includes):
    - Criminal Justice Block Grants
    - Criminal Justice Discretionary Grant Program
    - Crime Victim Assistance
    - Emergency Federal Law Enforcement Assistance
    - State and Local Narcotics Control Assistance
  - 16.58 Office of Justice Programs (Includes):
    - Narcotics Control Discretionary Grant Program
    - Drug Law Enforcement Program-Prison Capacity
    - Crime Victim Assistance/Discretionary Grants
  - 16.6X Bureau of Prisons
  
- 17. Department of Labor
  - 17.2X Employment and Training Administration (JTPA)
  - 17.5X Occupational Safety and Health Administration
  - 17.6X Mine Safety and Health Administration
  
- 20. Department of Transportation
  - 20.0X United States Coast Guard
  - 20.1X Federal Aviation Administration
  - 20.2X Federal Highway Administration (FHWA)
  - 20.3X Federal Railroad Administration
  - 20.5X Federal Transit Administration (FTA)
  - 20.6X National Highway Traffic Safety Administration
  - 20.7X Research and Special Programs Administration
  - 20.8X Maritime Administration

### **GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

#### **III. FEDERAL AGENCIES**

- 27. Office of Personnel Management
- 30. Equal Employment Opportunity Commission
- 34. Federal Mediation and Conciliation Service
- 39. General Services Administration
- 45. National Foundation on the Arts and the Humanities
  - 45.0X National Endowment for the Arts
  - 45.1X National Endowment for the Humanities
  - 45.3X Institute of Museum Services
- 47. National Science Foundation
- 59. Small Business Administration
- 64. Veterans Administration
- 66. Environmental Protection Agency
  - 66.0X Office of Air and Radiation
  - 66.4X Office of Water
  - 66.5X Office of Research and Development
  - 66.6X Office of Administration
  - 66.7X Office of Pesticides and Toxic Substances
- 72. Action, including RSVP and VISTA
- 77. Nuclear Regulatory Commission
- 81. Department of Energy
  - 81.0X Weatherization Assistance For Low-Income Persons
  - 81.9X Bonneville Power Administration
- 83. Federal Emergency Management Agency
  - 83.0X United States Fire Administration
  - 83.1X Federal Insurance Administration
  - 83.4X Training and Fire Programs Directorate (including Emergency Management Institute)
  - 83.5X State and Local Programs and Support (including Civil Defense and Disaster Assistance)
- 84. Department of Education
- 9X.XX Department of Health and Human Services (DHHS)
  - 91.03 Food and Drug Administration-Research
  - 91.10 Maternal and Child Health Federal Consolidated Programs
  - 91.11 Adolescent Family Life Research Grants

### **GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

#### **III. FEDERAL AGENCIES**

91.13	Biological Response to Environmental Health Hazards
91.14	Applied Toxicological Research and Testing
91.15	Biometry and Risk Estimation
91.16	Project Grants and Cooperative Agreements for Tuberculosis Control Programs
91.18	Acquired Immunodeficiency Syndrome (AIDS) Activity
91.37	Minority Community Health Coalition Demonstration
91.38	Protection and Advocacy for Mentally Ill Individuals
91.44	Drug and Alcohol Abuse Prevention-High Risk Youth Demonstration Grants
91.45	Aids Education and Training Centers
91.51	Project Grants for Health Services to the Homeless
91.55	Rural Health Research Centers
91.61	Health Program for Toxic Substances and Disease Registry
91.69	Model Projects for Pregnant and Postmortem Women and Their Infants (Substance Abuse)
91.74	Conference Grant (Substance Abuse)
92.17	Family Planning Services
92.24	Community Health Centers
92.25	National Research Service Awards-Health Services Research Training
92.26	Health Services Research and Development Grants
92.28	Indian Health Service-Health Management Development Program
92.42	Mental Health Research Grants
92.44	Mental Health Clinical or Service Related Training Grants
92.46	Migrant Health Centers Grants
92.58	National Health Service Corps
92.60	Family Planning-Personnel Training
92.62	Occupational Safety and Health Research Grants
92.63	Occupational Safety and Health-Training Grants
92.68	Childhood Immunization Grants
92.73	Alcohol Research Programs
92.79	Drug Abuse Research Programs
92.98	Nurse Practitioner and Nurse Midwife Education and Traineeships
93.42	Health Professions-Student Loans
93.58	Professional Nurse Traineeships
93.61	Nursing Research
93.97	Cancer Centers Support
93.99	Cancer Control

### **GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

#### **III. FEDERAL AGENCIES**

96.00	Head Start
96.08	Child Welfare Research and Demonstration
96.12	Native American Programs-Financial Assistance Grants
96.13	Mental Retardation-President's Committee on Mental Retardation
96.23	Runaway and Homeless Youth
96.30	Administration on Developmental Disabilities-Basic Support and Advocacy Grants
96.31	Administration on Developmental Disabilities-Projects of National Significance
96.32	Administration on Developmental Disabilities-University Affiliated Facilities
96.45	Child Welfare Services-State Grants
96.47	Social Services Research and Demonstration
96.48	Child Welfare Services Training Grants
96.52	Adoption Opportunities
96.57	Drug Abuse Prevention and Education for Runaway and Homeless Youth
96.58	Foster Care-Title IV-E
96.59	Adoption Assistance
96.60	Drug Abuse Prevention and Education Relating to Youth Gangs
96.67	Social Services Block Grant
96.70	Child Abuse and Neglect Discretionary Activities
97.73	Medicare - Hospital Insurance
97.74	Medicare - Supplementary Medical Insurance
97.75	State Medicaid Fraud Control Units
97.78	Medical Assistance Program (Medicaid; Title XIX)
97.79	Health Care Financing Research, Demonstrations and Evaluations



### **GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

#### **III. FEDERAL AGENCIES**

98.12	Social Security-Research and Demonstration
98.21	Biophysics and Physiological Sciences
98.22	Health Careers Opportunity Program
98.24	Area Health Education Centers
98.56	Microbiology and Infectious Diseases Research
98.59	Pharmacological Sciences
98.62	Genetics Research
98.63	Cellular and Molecular Basis of Disease Research
98.66	Aging Research
98.67	Vision Research
98.68*	Anterior Segment Diseases Research
98.71*	Strabismus, Amblyopia and Visual Processing
98.86	Grants for Physician Assistant Training Program
98.91	Alcohol Research Center Grants
99.65	Coal Miners Respiratory Impairment Treatment Clinics and Services
99.70	Health Professions Recruitment Program for Indians
99.74	Family Planning Services Delivery Improvement Research Grants
99.77	Preventive Health Services-Sexually Transmitted Disease Control Grants
99.78	Preventive Health Services-Sexually Transmitted Disease Research, Demonstrations, and Public Information and Education Grants
99.82	Mental Health Disaster Assistance and Emergency Mental Health
99.87	Health Programs for Refugees
99.88	Cooperative Agreements for State-Based Diabetes Control Programs
99.91	Preventive Health and Health Services Block Grant
99.92*	Alcohol and Drug Abuse and Mental Health Services Block Grant
99.94	Maternal and Child Health Services Block Grant
99.95	Adolescent Family Life-Demonstration Projects

\* Programs deleted in 1993

**GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

**THIS PAGE LEFT BLANK INTENTIONALLY.**

EFF DATE   SUPERSEDES  
1/1/93        1/1/92

BARS MANUAL: VOL PT CH PAGE  
UNCLASSIFIED PROPRIETARY    1    1    4    12

**GRANT SOURCE CODES**

(To be used in the element, subelement, unit and subunit fields)

## **PORT DISTRICT REVENUE ACCOUNTS**

### **600.00\* REVENUE ACCOUNTS**

The 600 series of revenue accounts designate all inflows by the type of operation (function) and activities within these operations. These accounts represent an orderly means of classifying transactions.

The operations have been divided into Airport, Marina, Marine Terminal, Property Lease and Rentals, General and Administrative, and Nonoperating functions.

The activities defined within each of these functions include user charges, operating grants, real property rentals (land), real property rentals (facilities), personal property rentals (with port operator), and personal property rentals (without port operator).

Throughout the operations and activity sections of the revenue accounts, various account numbers have not been defined or reserved. These open accounts are available for use in providing additional detail at the port's discretion. However, as the BARS manual is updated due to changing environments, it may be necessary to define these accounts.

The 660 series accounts have been provided for those districts that prefer to segregate property lease and rental activities from other operations. Thus, entities may account for these revenues within the various operations, or as a separate function. However, an entity should be consistent in their application by using **ONLY** one of the methods available.

### **BASIC ACCOUNTS**

610.00	AIRPORT	660.00	PROPERTY LEASE/RENTAL
620.00	MARINA	670.00	NONREVENUES
630.00	MARINE TERMINAL	680.00	GENERAL & ADMINISTRATIVE
640.00	LOCAL OPTION	690.00	NONOPERATING
650.00	LOCAL OPTION		

\* Most of the revenue and nonrevenue codes are limited to five (5) positions; however, a total of seven (7) positions are reserved for BARS information, i.e., - 600.00.00. If these digits are undefined, ports may use them to provide additional detail.

**PORT DISTRICT  
REVENUE ACCOUNTS**  
Basic and Subaccounts

610.00	AIRPORT
611.00	USER CHARGES
612.00	USER CHARGES
613.00	OPERATING GRANTS
614.00	REAL PROPERTY RENTALS - LAND
615.00	REAL PROPERTY RENTALS - FACILITIES
616.00	REAL PROPERTY RENTALS - FACILITIES
617.00	PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR
618.00	PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR
619.00	OTHER
620.00	MARINA
621.00	USER CHARGES
622.00	USER CHARGES
623.00	OPERATING GRANTS
624.00	REAL PROPERTY RENTALS - LAND
625.00	REAL PROPERTY RENTALS - FACILITIES
626.00	REAL PROPERTY RENTALS - FACILITIES
627.00	PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR
628.00	PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR
629.00	OTHER
630.00	MARINE TERMINAL
631.00	USER CHARGES
632.00	USER CHARGES
633.00	OPERATING GRANTS
634.00	REAL PROPERTY RENTALS - LAND
635.00	REAL PROPERTY RENTALS - FACILITIES
636.00	REAL PROPERTY RENTALS - FACILITIES
637.00	PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR
638.00	PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR
639.00	OTHER
640.00	LOCAL OPTION*
650.00	LOCAL OPTION*

\* This account number is available for additional port operations. However, the activities defined within this function should be consistent with the other operations.

**PORT DISTRICT  
REVENUE ACCOUNTS**  
Basic and Subaccounts

660.00	PROPERTY LEASE/RENTAL
661.00	USER CHARGES
662.00	USER CHARGES
663.00	OPERATING GRANTS
664.00	REAL PROPERTY RENTALS - LAND
665.00	REAL PROPERTY RENTALS - FACILITIES
666.00	REAL PROPERTY RENTALS - FACILITIES
667.00	PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR
668.00	PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR
669.00	OTHER
670.00	NONREVENUES
671.00	DEBT PROCEEDS
672.00	INVESTMENT PROCEEDS
673.00	FIXED ASSET PROCEEDS
679.00	OTHER
680.00	GENERAL AND ADMINISTRATIVE
681.00	USER CHARGES
682.00	USER CHARGES
683.00	OPERATING GRANTS
684.00	REAL PROPERTY RENTALS - LAND
685.00	REAL PROPERTY RENTALS - FACILITIES
686.00	REAL PROPERTY RENTALS - FACILITIES
687.00	PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR
688.00	PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR
689.00	OTHER
690.00	NONOPERATING
691.00	USER CHARGES
692.00	USER CHARGES
693.00	OPERATING GRANTS
694.00	REAL PROPERTY RENTALS - LAND
695.00	REAL PROPERTY RENTALS - FACILITIES
696.00	REAL PROPERTY RENTALS - FACILITIES
697.00	PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR
698.00	PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR
699.00	OTHER

**PORT DISTRICT**  
Revenue Account Definitions

**61X.XX AIRPORT REVENUES**

**611/612 AIRPORT - USER CHARGES**

**611.10 LANDING FEES:** Revenue derived from charges for aircraft landing fees of general aviation, charter flights, and other non-tenant aircrafts (refer to accounts 615/616 for long-term landing arrangements).

**611.20 VEHICLE PARKING FEES:** Revenue derived from parking fees received from the public using the garage and other public parking.

**611.30 AIRCRAFT PARKING FEES:** Revenue derived from charges for transient parking of general aviation, charter flights, and other non-tenant aircrafts (refer to accounts 615.11 and 615.12 or 665.11 and 665.12 for arrangements over 30 days or more than \$250 annually).

**611.40 MISCELLANEOUS FEES AND PERMITS:** Revenue derived from all miscellaneous fees and permits which are not specifically provided for in other accounts.

**611.80 UTILITIES:** Revenue derived from charges for water, electricity, heat, steam, etc., furnished to users of airport premises.

**611.81 WATER**

**611.82 ELECTRICITY**

**611.83 SEWER**

**611.84 STEAM**

**611.85 SURFACE WATER TAX**

**611.86 GARBAGE COLLECTION**

**611.87 NATURAL GAS/PROPANE/OIL**

**611.88 TELECOMMUNICATIONS**

**611.89 OTHER**

**611.90 RESERVED**

**612.80 RESERVED**

**612.90 OTHER:** Revenue derived for all miscellaneous services which are not specifically provided for in other accounts.

**PORT DISTRICT**  
Revenue Account Definitions

**61X.XX AIRPORT REVENUES**

**613.XX OPERATING GRANTS:** External grants which are restricted by the grantor to operating purposes or which may be used for either capital or operating purposes at the discretion of the grantee. See Part 1, Chapter 4 for additional coding instructions.

**614.XX REAL PROPERTY RENTALS - LAND:** (i.e., Port owned land, tenant owned facility)

**614.10 UNIMPROVED LAND:** Revenue derived from the rental/lease of land at the airport terminal.

**614.20 INDUSTRIAL PARK:** Revenue derived from the rental/lease of land for industrial park.

**614.50 FREE TRADE ZONE:** Revenue derived from the rental/lease of land with tenant owned facility where trade tariffs do not apply.

**614.90 OTHER:** Revenue derived for all the miscellaneous rental/lease of land which are not specifically provided for in other accounts.



**PORT DISTRICT**  
Revenue Account Definitions

**61X.XX AIRPORT REVENUES**

**615/616 REAL PROPERTY RENTALS - FACILITIES:** (i.e., Port owns both land and facility)

**615.10 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales) under the direction of airport operations (e.g., hangars, warehouse).

**615.11 PERMANENT AIRCRAFT PARKING:** - Leasehold agreement for an indefinite period (over 30 days or more than \$250 annually). Includes tie downs, hangars, floats, etc.. For transient parking, refer to account 611.30.

**615.12 TEMPORARY AIRCRAFT PARKING:** - Leasehold agreement for a specified period (over 30 days). Includes tie downs, hangars, floats, etc.. For transient parking, refer to account 611.30.

**615.20 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales) under the direction of airport operations (e.g., hangars, warehouse).

**615.30 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales) under the direction of airport operations (e.g., hangars, warehouse).

**615.40 JOINT USE AREAS:** Revenue derived from the rental of areas (cubic ft., square ft., linear ft., or concession sales), under the direction of airport operations, used jointly by all airline tenants, such as baggage claim and handling areas.

**615.90 RESERVED**

**616.30 FUEL FLOWAGE FEES:** Revenue derived from providing fuel to airport users.

**616.90 OTHER:** Revenue derived for all the miscellaneous rental/lease of land and facilities, under the direction of airport operations, which are not specifically provided for in other accounts.

**PORT DISTRICT**  
Revenue Account Definitions

**61X.XX AIRPORT REVENUES**

**617.XX PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR**

**617.90 OTHER:** Revenue derived for all the miscellaneous rental of equipment with port operators which are not specifically provided for in other accounts.

**618.XX PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR**

**618.10 LOADING BRIDGES:** Revenue derived from the rental of loading bridges without port operators.

**618.90 OTHER:** Revenue derived for all the miscellaneous rental of equipment without port operators which are not specifically provided for in other accounts.

**619.XX OTHER:** Revenue derived from other sources not otherwise included in accounts 611 thru 618.

**PORT DISTRICT**  
Revenue Account Definitions

**62X.XX MARINA REVENUES**

**621/622 MARINA USER CHARGES**

**621.10 MOORAGE:** Revenue derived from charges to fishing vessels or pleasure craft for use of berthage space alongside of dock/pier, access for sustenance and supplies over the pier for the vessel.

**621.11 PERMANENT:** Leasehold agreement for an indefinite period (over 30 days or more than \$250 annually).

**621.12 TEMPORARY:** Leasehold agreement for a specified period (over 30 days). This account is normally used by marina's not filled to capacity.

**621.13 TRANSIENT:** No leasehold agreement (under 30 days and less than \$250 annually)

**621.80 UTILITIES:** Revenue derived from charges for water, electricity, heat, steam, etc., furnished to fishing vessels or pleasure crafts.

**621.81 WATER**

**621.82 ELECTRICITY**

**621.83 SEWER**

**621.84 STEAM**

**621.85 SURFACE WATER TAX**

**621.86 GARBAGE COLLECTION**

**621.87 NATURAL GAS/PROPANE/OIL**

**621.88 TELECOMMUNICATIONS**

**621.89 OTHER**

**621.90 RESERVED**

**622.80 RESERVED**

**622.90 OTHER:** Revenue derived for all miscellaneous services which are not specifically provided for in other accounts.

**PORT DISTRICT**  
Revenue Account Definitions

**62X.XX MARINA REVENUES**

**623.XX OPERATING GRANTS:** External grants which are restricted by the grantor to operating purposes or which may be used for either capital or operating purposes at the discretion of the grantee. See Part 1, Chapter 4 for additional coding instructions.

**624.XX REAL PROPERTY RENTALS - LAND:** (i.e., Port owned land, tenant owned facility)

**624.10 UNIMPROVED LAND:** Revenue derived from the rental/lease of land at the marina.

**624.20 INDUSTRIAL PARK:** Revenue derived from the rental/lease of land for industrial park.

**624.90 OTHER:** Revenue derived for all the miscellaneous rental/lease of land which are not specifically provided for in other accounts.

**PORT DISTRICT**  
**Revenue Account Definitions**

**62X.XX MARINA REVENUES**

**625/626 REAL PROPERTY RENTALS - FACILITIES:** (i.e., Port owns both land and facility)

**625.10 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of and space (cubic ft., square ft., linear ft., or concession sales) under the direction of marina operations (e.g., net sheds, marina store, lockers, etc.).

**625.20 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales) under the direction of marina operations (e.g., net sheds, marina store, lockers, etc.).

**625.30 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales) under the direction of marina operations (e.g., net sheds, marina store, lockers, etc.).

**625.40 JOINT USE AREAS:** Revenue derived from the rental of areas (cubic ft., square ft., linear ft., or concession sales), under the direction of marina operations, used jointly by all marina tenants.

**625.90 RESERVED**

**626.40 FUEL DOCK:** Revenue derived from providing fuel to marina users.

**626.50 BOAT STORAGE:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales), under the direction of marina operations, for boat storage (e.g., dry dock).

**626.51 PERMANENT:** Leasehold agreement for an indefinite period (over 30 days or more than \$250 annually).

**626.52 TEMPORARY:** Leasehold agreement for a specified period (over 30 days).

**626.53 TRANSIENT:** No leasehold agreement (under 30 days and less than \$250 annually).

**626.90 OTHER:** Revenue derived for all the miscellaneous rental/lease of land and facilities, under the direction of marina operations, which are not specifically provided for in other accounts.

**PORT DISTRICT**  
Revenue Account Definitions

**62X.XX MARINA REVENUES**

**627.XX PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR**

**627.90 OTHER:** Revenue derived for all the miscellaneous rental of equipment with port operators which are not specifically provided for in other accounts.

**628.XX PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR**

**628.90 OTHER:** Revenue derived for all the miscellaneous rental of equipment without port operators which are not specifically provided for in other accounts.

**629.XX OTHER:** Revenue derived from other sources not otherwise included in accounts 621 thru 628.

**PORT DISTRICT**  
Revenue Account Definitions

**63X.XX MARINE TERMINAL REVENUES**

**631/632 MARINE TERMINAL - USER CHARGES**

- 631.10 DOCKAGE:** Revenue derived from charges assessed against vessels for berthing at a wharf, piling structure, pier, bulkhead structure, or bank, or for mooring to a vessel so berthed.
- 631.20 WHARFAGE:** Revenue derived from charges assessed against all cargo passing or conveyed over, onto, or under wharves or between vessels (to or from barge, lighter, or water), when berthed at wharf, piling structure, pier, bulkhead structure or bank. Wharfage does not include charges for any other service.
- 631.30 SERVICE AND FACILITIES:** Revenue derived from the charge assessed against a vessel for the use of terminal working areas in the receipt and delivery of cargo and for documentation services in connection with the receipt, custody, and delivery of cargo.
- 631.40 STORAGE:** Revenue derived from the charges for the safekeeping of goods in warehouse or other repository.
- 631.50 LOADING AND UNLOADING:** Revenue derived from the charges for services, specific to shore side activities, performed in loading and unloading cargo on or off railroad cars, trucks, etc. The services include ordinary breakdown, sorting and stacking.
- 631.60 HANDLING:** Revenue derived from the charges made against vessels for physically moving cargo to/from ship's tackle to/from the first point of rest on the terminal facility.
- 631.70 LABOR:** Revenue derived from the charges assessed against a customer for all labor (e.g. , standby, overtime, penalty cargo).

**PORT DISTRICT**  
Revenue Account Definitions

**63X.XX MARINE TERMINAL REVENUES**

**631/632 MARINE TERMINAL - USER CHARGES**

**631.80 UTILITIES:** Revenue derived from charges for water, electricity, heat, steam, etc., furnished to vessels, and users of terminal premises.

**631.81 WATER**  
**631.82 ELECTRICITY**  
**631.83 SEWER**  
**631.84 STEAM**  
**631.85 SURFACE WATER TAX**  
**631.86 GARBAGE COLLECTION**  
**631.87 NATURAL GAS/PROPANE/OIL**  
**631.88 TELECOMMUNICATIONS**  
**631.89 OTHER**

**631.90 RESERVED**

**632.80 RESERVED**

**632.90 OTHER:** Revenue derived for all miscellaneous services which are not specifically provided for in other accounts.



**PORT DISTRICT**  
Revenue Account Definitions

**63X.XX MARINE TERMINAL REVENUES**

**633.XX OPERATING GRANTS:** External grants which are restricted by the grantor to operating purposes or which may be used for either capital or operating purposes at the discretion of the grantee. See Part 1, Chapter 4 for additional coding instructions.

**634.XX REAL PROPERTY RENTALS - LAND:** (i.e., Port owned land, tenant owned facility)

**634.10 UNIMPROVED LAND:** Revenue derived from the rental/lease of land at the marine terminal.

**634.20 INDUSTRIAL PARK:** Revenue derived from the rental/lease of land for industrial park.

**634.30 LOG STORAGE:** Revenue derived from the rental/lease of land for storage of logs.

**634.40 GRAIN ELEVATOR:** Revenue derived from the rental/lease of land with tenant owned grain elevator.

**634.50 FREE TRADE ZONE:** Revenue derived from the rental/lease of land with tenant owned facility where trade tariffs do not apply.

**634.60 COLD STORAGE:** Revenue derived from the rental/lease of land with tenant owned cold storage warehouse for freeze cargo.

**634.90 OTHER:** Revenue derived for all the miscellaneous rental/lease of land which are not specifically provided for in other accounts.

**PORT DISTRICT**  
Revenue Account Definitions

**63X.XX MARINE TERMINAL REVENUES**

**635/636 REAL PROPERTY RENTALS - FACILITIES:** (i.e., Port owns both land and facility)

**635.10 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and facility (cubic ft., square ft., linear ft., or concession sales) under the direction of marine terminal operations (e.g., warehouse).

**635.20 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and facility (cubic ft., square ft., linear ft., or concession sales) under the direction of marine terminal operations (e.g., warehouse).

**635.30 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and facility (cubic ft., square ft., linear ft., or concession sales) under the direction of marine terminal operations (e.g., warehouse).

**635.40 JOINT USE AREAS:** Revenue derived from the rental of areas (cubic ft., square ft., linear ft., or concession sales), under the direction of marine terminal operations, used jointly by all terminal tenants.

**635.50 FREE TRADE ZONE:** Revenue derived from the rental/lease of land and facilities, under the direction of marine terminal operations where trade tariffs do not apply.

**635.60 INDUSTRIAL PARK:** Revenue derived from the rental/lease of land and facilities, under the direction of marine terminal operations, for industrial park.

**635.70 LOG STORAGE:** Revenue derived from the rental/lease of land and facilities, under the direction of marine terminal operations, for storage of logs.

**635.80 GRAIN ELEVATOR:** Revenue derived from the rental/lease of land and facilities, under the direction of marine terminal operations, with a grain elevator.

**635.90 RESERVED**

**PORT DISTRICT**  
Revenue Account Definitions

**63X.XX MARINE TERMINAL REVENUES**

**635/636 REAL PROPERTY RENTALS - FACILITIES**

- 636.10 COLD STORAGE:** Revenue derived from the rental/lease of land and facilities, under the direction of marine terminal operations, with a cold storage warehouse for freeze cargo.
- 636.20 CONTAINER TERMINAL:** Revenue derived from the rental/lease of land and facilities, under the direction of marine terminal operations, with a container for cargo.
- 636.90 OTHER:** Revenue derived for all the miscellaneous rental/lease of land and facilities, under the direction of marine terminal operations, which are not specifically provided for in other accounts.

**PORT DISTRICT**  
Revenue Account Definitions

**63X.XX MARINE TERMINAL REVENUES**

**637.XX PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR**

- 637.10 CRANES:** Revenue derived from rental of cranes with port operators.
- 637.20 FORK LIFTS:** Revenue derived from rental of lift trucks with port operators.
- 637.30 LOG HANDLERS:** Revenue derived from rental of log handlers with port operators.
- 637.90 OTHER:** Revenue derived for all the miscellaneous rental of equipment with port operators which are not specifically provided for in other accounts.

**638.XX PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR**

- 638.10 CRANES:** Revenue derived from rental of cranes without port operators.
- 638.20 FORK LIFTS:** Revenue derived from rental of lift trucks without port operators.
- 638.30 LOG HANDLERS:** Revenue derived from rental of log handlers without port operators.
- 638.90 OTHER:** Revenue derived for all the miscellaneous rental of equipment without port operators which are not specifically provided for in other accounts.

- 639.XX OTHER:** Revenue derived from other sources not otherwise included in accounts 631 thru 638.

**PORT DISTRICT**  
Revenue Account Definitions

**66X.XX PROPERTY LEASE/RENTAL REVENUES**

**661/662 PROPERTY LEASE/RENTAL - USER CHARGES**

**661.80 UTILITIES:** Revenue derived from charges for water, electricity, heat, steam, etc., furnished to customers.

**661.81 WATER**  
**661.82 ELECTRICITY**  
**661.83 SEWER**  
**661.84 STEAM**  
**661.85 SURFACE WATER TAX**  
**661.86 GARBAGE COLLECTION**  
**661.87 NATURAL GAS/PROPANE/OIL**  
**661.88 TELECOMMUNICATIONS**  
**661.89 OTHER**

**661.90 RESERVED**

**662.80 RESERVED**

**662.90 OTHER:** Revenue derived for all miscellaneous services which are not specifically provided for in other accounts.

**663.XX OPERATING GRANTS:** External grants which are restricted by the grantor to operating purposes or which may be used for either capital or operating purposes at the discretion of the grantee. See Part 1, Chapter 4 for additional coding instructions.

**PORT DISTRICT**  
Revenue Account Definitions

**66X.XX PROPERTY LEASE/RENTAL REVENUES**

**664.XX REAL PROPERTY RENTALS - LAND:** (i.e., Port owned land, tenant owned facility)

- 664.10 UNIMPROVED LAND:** Revenue derived from the rental/lease of land under the direction of airport, marina, or marine terminal operations.
- 664.20 INDUSTRIAL PARK:** Revenue derived from the rental/lease of land, under the direction of airport, marina, or marine terminal operations for industrial park.
- 664.30 LOG STORAGE:** Revenue derived from the rental/lease of land, under the direction of airport, marina, or marine terminal operations for storage of logs.
- 664.40 GRAIN ELEVATORS:** Revenue derived from the rental/lease of land, under the direction of airport, marina, or marine terminal operations, with tenant owned grain elevator.
- 664.50 FREE TRADE ZONE:** Revenue derived from the rental/lease of land, under the direction of airport, marina, or marine terminal operations, with tenant owned facility where trade tariffs do not apply.
- 664.60 COLD STORAGE:** Revenue derived from the rental/lease of land, under the direction of airport, marina, or marine terminal operations, with tenant owned cold storage warehouse for freeze cargo.
- 664.90 OTHER:** Revenue derived for all the miscellaneous rental/lease of land, under the direction of airport, marina, or marine terminal operations, which are not specifically provided for in other accounts.

**PORT DISTRICT**  
Revenue Account Definitions

**66X.XX PROPERTY LEASE/RENTAL REVENUES**

**665/666 REAL PROPERTY RENTALS - FACILITIES:** (i.e., Port owns both land and facility)

**665.10 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales) under the direction of airport, marina, or marine terminal operations (e.g., warehouse, net sheds, marina store, lockers).

**665.11 PERMANENT AIRCRAFT PARKING:** Leasehold agreement for an indefinite period (over 30 days or more than \$250 annually). Includes tie downs, hangars, floats, etc.. For transient parking, refer to account 611.30

**665.12 TEMPORARY AIRCRAFT PARKING:** Leasehold agreement for a specified period (over 30 days). Includes tie downs, hangars, floats, etc.. For transient parking, refer to account 611.30

**665.20 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales) under the direction of airport, marina, or marine terminal operations (e.g., warehouse, net sheds, marina store, lockers).

**665.30 SPACE RENTAL - GENERAL:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales) under the direction of airport, marina, or marine terminal operations (e.g., warehouse, net sheds, marina store, lockers).

**665.40 JOINT USE AREAS:** Revenue derived from the rental of areas (cubic ft., square ft., linear ft., or concession sales) under the direction of airport, marina, or marine terminal operations, used jointly by all tenants.

**665.50 FREE TRADE ZONE:** Revenue derived from the rental/lease of land and facilities, under the direction of airport, marina, or marine terminal operations, where trade tariffs do not apply.

**665.60 INDUSTRIAL PARK:** Revenue derived from the rental/lease of land and facilities, under the direction of airport, marina, or marine terminal operations, for industrial park.

**PORT DISTRICT**  
Revenue Account Definitions

**665/666 REAL PROPERTY RENTALS - FACILITIES**

- 665.70 LOG STORAGE:** Revenue derived from the rental/lease of land and facilities, under the direction of airport, marina, or marine terminal operations, for storage of logs.
- 665.80 GRAIN ELEVATOR:** Revenue derived from the rental/lease of land and facilities, under the direction of airport, marina, or marine terminal operations, with a grain elevator.
- 665.90 RESERVED**
- 666.10 COLD STORAGE:** Revenue derived from the rental/lease of land and facilities, under the direction of airport, marina, or marine terminal operations, with a cold storage warehouse for freeze cargo.
- 666.20 CONTAINER TERMINAL:** Revenue derived from the rental/lease of land and facilities, under the direction of airport, marina, or marine terminal operations, with a container for cargo.
- 666.30 FUEL FLOWAGE FEES:** Revenue derived from providing fuel to airport users.
- 666.40 FUEL DOCK:** Revenue derived from fuel to marina users.
- 666.50 BOAT STORAGE:** Revenue derived from the rental/lease of land and space (cubic ft., square ft., linear ft., or concession sales), under the direction of marina operations, for boat storage (e.g., dry dock).
- 666.51 PERMANENT:** Leasehold agreement for an indefinite period (over 30 days or more than \$250 annually).
- 666.52 TEMPORARY:** Leasehold agreement for a specified period (over 30 days)
- 666.53 TRANSIENT:** No leasehold agreement (under 30 days and less than \$250 annually)
- 666.90 OTHER:** Revenue derived for all the miscellaneous rental/lease of land and facilities, under the direction of airport, marina, or marine terminal operations, which are not specifically provided for in other accounts.



**PORT DISTRICT**  
Revenue Account Definitions

**66X.XX PROPERTY LEASE/RENTAL REVENUES**

**667.XX PROPERTY LEASE/RENTAL REVENUES**

**667.90 OTHER:** Revenue derived for all the miscellaneous rental of equipment with port operators which are not specifically provided for in other accounts.

**668.XX PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR**

**668.90 OTHER:** Revenue derived for all the miscellaneous rental of equipment without port operators which are not specifically provided for in other accounts.

**669.XX OTHER:** Revenue derived from other sources not otherwise included in accounts 661 thru 668.

**PORT DISTRICT**  
**Revenue Account Definitions**

**67X.XX NONREVENUES:** For receipts categorized as nonrevenues. Accounts in the 670 series are for districts using single-entry, cash-basis accounting.

**671.XX DEBT PROCEEDS:** Include proceeds from the issuance of debt or other obligations.

**671.10** General Obligation Bond Proceeds (~~G.L. account 251~~)  
**671.20** Revenue Bond Proceeds (~~G.L. account 252~~)  
**671.30** Capital Leases/Installment Purchases Proceeds (~~G.L. account 253~~)  
**671.40** Anticipation Notes/Warrants Proceeds (~~G.L. accounts 239.60 and 255~~)  
**671.50** Other Note/Contract Proceeds (~~G.L. accounts 215, 216, 255, and 256~~)  
**671.60** Intergovernmental Loan Proceeds (~~G.L. accounts 239.80 and 263.80~~)  
**671.90** Other Debt Proceeds

**672.XX INVESTMENT PROCEEDS:** Include proceeds from the sale of investments. Exclude any interest or other earnings properly categorized as a revenue.

**672.10** Proceeds From Sale Of Investments (~~G.L. account 102~~)

**673.XX FIXED ASSET PROCEEDS**

**673.10** Proceeds From Sale Of Fixed Assets  
**673.20** Compensation For Loss Of Fixed Assets - Insurance Recoveries  
**673.30** Compensation For Loss Of Fixed Assets - Other Recoveries

**679.XX OTHER NONREVENUES**

**PORT DISTRICT**  
Revenue Account Definitions

**68X.XX GENERAL & ADMINISTRATIVE REVENUES**

**681/682 GENERAL AND ADMINISTRATIVE - USER CHARGES:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**681.80 RESERVED**

**681.90 RESERVED**

**682.80 RESERVED**

**682.90 OTHER**

**683.XX OPERATING GRANTS:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**684.XX REAL PROPERTY RENTALS - LAND:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**684.90 OTHER**

**PORT DISTRICT**  
Revenue Account Definitions

**68X.XX GENERAL & ADMINISTRATIVE REVENUES**

**685/686 REAL PROPERTY RENTALS - FACILITIES:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**685.90 RESERVED**

**686.90 OTHER**

**687.XX PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**687.90 OTHER**

**688.XX PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**688.90 OTHER**

**689.XX OTHER:** Revenue derived from other sources not otherwise included in accounts 681 thru 688.

**PORT DISTRICT**  
Revenue Account Definitions

**69X.XX NONOPERATING REVENUES**

**691/692 NONOPERATING - USER CHARGES:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**691.80 RESERVED**

**691.90 RESERVED**

**692.80 RESERVED**

**692.90 OTHER**

**693.XX OPERATING GRANTS:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**694.XX REAL PROPERTY RENTALS - LAND:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**694.90 OTHER**

**695/696 REAL PROPERTY RENTALS - FACILITIES:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**695.90 RESERVED**

**696.90 OTHER**

**697.XX PERSONAL PROPERTY RENTALS - WITH PORT OPERATOR:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**697.90 OTHER**

**PORT DISTRICT**  
Revenue Account Definitions

**69X.XX NONOPERATING REVENUES**

**698.XX PERSONAL PROPERTY RENTALS - WITHOUT PORT OPERATOR:**

(Account is not commonly used, although space has been provided for use at the port's discretion)

**698.90 OTHER**

**699.XX OTHER:** Revenue derived from other sources not otherwise included in accounts 691 thru 698.

**699.10 INTEREST:** Revenue derived from interest earned on investments, contracts, securities, notes, loans, accounts receivable, special deposits, tax refunds, and all other interest-bearing assets.

**699.20 AD VALOREM TAXES:** Revenue derived from tax assessments levied for the support of the governmental unit, including IDD (Industrial Development District).

**699.30 MISCELLANEOUS TAXES:** Revenue derived from taxes, excluding ad valorem and IDD (Industrial Development District).

**699.40 GAINS AND LOSSES:** Revenue derived from the gain or loss on disposition of land, facilities, equipment, investments, debt retirement, etc.

**699.50 EXTRAORDINARY ITEMS:** Revenue derived from items or events both unusual in nature and infrequent in occurrence.

**699.90 OTHER:** Revenue derived for all miscellaneous items properly includible in the income account and not provided for elsewhere.

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	1	5	28

**PORT DISTRICT**  
Revenue Account Definitions

EFF DATE   SUPERSEDES  
1/1/94        NONE

BARS MANUAL:   VOL   PT   CH   PAGE  
UNCLASSIFIED PROPRIETARY    1    1    5    29



## **PORT DISTRICT EXPENSE ACCOUNTS**

### **700.00 EXPENSE ACCOUNTS**

The 700 series of expense accounts designates all outflows by the type of operation (function), activity, and classification. These accounts represent an orderly means of classifying transactions.

The operations have been divided into Airport, Marina, Marine Terminal, Property Lease and Rentals, General and Administrative, and Nonoperating functions.

The activities defined within each of these functions include operating, maintenance, general and administrative, and depreciation.

The classifications within each of the activities have been defined as salaries, benefits, outside services, supplies, equipment rentals, facilities rentals, general and administrative, and utilities.

Throughout the operations, activity, and classification sections of expense accounts, various account numbers have not been defined or reserved. These open accounts are available for use at the port's discretion. However, as the BARS manual is updated, it may be necessary to define these accounts.

Most of the illustrations of coding expenses include only five (5) digits or positions. An additional 1-2 digits is available for additional detail. If these digits are not defined or reserved, the port may use them at their own discretion. Only the accounts applicable to a particular entity should be used.

### **BASIC ACCOUNTS**

710.00	AIRPORT	760.00	PROPERTY LEASE/RENTALS
720.00	MARINA	770.00	NONEXPENSES
730.00	MARINE TERMINAL	780.00	GENERAL AND ADMINISTRATIVE
740.00	LOCAL OPTION	790.00	NONOPERATING
750.00	LOCAL OPTION		

**NOTE.** The inclusion of an account in this chart of accounts does not in itself provide the user with the authority to do something prohibited or not otherwise authorized by law. The chart of accounts is intended to provide all accounts that will be needed by any user of the system; some apply to very few units of local government.

**PORT DISTRICT  
EXPENSE ACCOUNTS**  
Basic Accounts and Subaccounts

710.00	AIRPORT
711.00	OPERATIONS
712.00	
713.00	MAINTENANCE
714.00	
715.00	GENERAL AND ADMINISTRATIVE (ALLOCATED)
716.00	
717.00	DEPRECIATION
718.00	
719.00	OTHER
720.00	MARINA
721.00	OPERATIONS
722.00	
723.00	MAINTENANCE
724.00	
725.00	GENERAL AND ADMINISTRATIVE (ALLOCATED)
726.00	
727.00	DEPRECIATION
728.00	
729.00	OTHER
730.00	MARINE TERMINAL
731.00	OPERATIONS
732.00	
733.00	MAINTENANCE
734.00	
735.00	GENERAL AND ADMINISTRATIVE (ALLOCATED)
736.00	
737.00	DEPRECIATION
738.00	
739.00	OTHER
740.00	LOCAL OPTION*
750.00	LOCAL OPTION*

\* This account number is available for additional port operations. However, the activities defined within this function should be consistent with the other operations.

**PORT DISTRICT  
EXPENSE ACCOUNTS**  
Basic Accounts and Subaccounts

760.00	PROPERTY LEASE/RENTALS
761.00	OPERATIONS
762.00	
763.00	MAINTENANCE
764.00	
765.00	GENERAL AND ADMINISTRATIVE (ALLOCATED)
766.00	
767.00	DEPRECIATION
768.00	
769.00	OTHER
770.00	NONEXPENSES
771.00	DEBT REDEMPTION (PRINCIPAL)
772.00	INVESTMENT DISBURSEMENTS
773.00	FIXED ASSET DISBURSEMENTS
779.00	OTHER
780.00	GENERAL AND ADMINISTRATIVE
781.00	OPERATIONS
782.00	
783.00	MAINTENANCE
784.00	
785.00	GENERAL AND ADMINISTRATIVE (ALLOCATED)
786.00	
787.00	DEPRECIATION
788.00	
789.00	OTHER
790.00	NONOPERATING
791-798	RESERVED
799.00	OTHER

**PORT DISTRICT**  
Expense Account Definitions

**71X.XX AIRPORT EXPENSES**

**711.XX OPERATING (DIRECT COSTS):** Expenses which are directly related to the entity's primary service activities.

**711.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, in connection with airport operations, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**711.11.XX REGULAR (Straight-Pay)**

**711.12.XX OVERTIME**

**711.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**711.21.XX SOCIAL SECURITY (FICA)**

**711.22.XX WORKER'S COMPENSATION (L & I)**

**711.23.XX UNEMPLOYMENT COMPENSATION**

**711.24.XX PENSION (PERS/LEOFF)**

**711.25.XX INSURANCE (Health, Life, Disability)**

**711.26.XX LEAVE (Vacation, Sick, Etc.)**

**711.30.XX OUTSIDE SERVICES:** Costs incurred for professional consultants and others for services in connection with airport operations (e.g., Community Assessment Study, Return on Investment Study, legal, appraisers, engineering, risk management (insurance), custodial, accounting).

**711.31.XX LEGAL**

**711.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with airport operations (e.g., office, computer, janitorial, fuel, lubricants).

**711.41.XX OFFICE/COMPUTER**

**711.42.XX JANITORIAL**

**711.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**711.XX AIRPORT - OPERATING EXPENSES**

**711.50.XX EQUIPMENT RENTALS:** Cost of operating rented equipment used in connection with airport operations.

**711.60.XX FACILITY RENTALS:** Cost of operating rented facilities used in connection with airport operations.

**711.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with airport operations.

**711.71.XX PROMOTIONAL HOSTING**

**711.72.XX TRAVEL**

**711.73.XX INSURANCE**

**711.74.XX ADVERTISING**

**711.75.XX MEMBERSHIPS/DUES**

**711.79.XX OTHER**

**711.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with airport operations.

**711.81.XX WATER**

**711.82.XX ELECTRICITY**

**711.83.XX SEWER**

**711.84.XX STEAM**

**711.85.XX SURFACE WATER TAX**

**711.86.XX GARBAGE COLLECTION**

**711.87.XX NATURAL GAS/PROPANE/OIL**

**711.88.XX TELECOMMUNICATIONS**

**711.89.XX OTHER**

**711.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the operations of the airport.

**711.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**71X.XX AIRPORT EXPENSES**

**713.XX MAINTENANCE:** Expenses which are directly related to the entity's upkeep of physical properties in condition for use or occupancy. NOTE: Repairs to specific equipment and facilities may be included in these accounts using the sixth and succeeding digits available within each category.

**713.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, in connection with airport maintenance, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**713.11.XX REGULAR (Straight-Pay)**

**713.12.XX OVERTIME**

**713.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post retirement benefits).

**713.21.XX SOCIAL SECURITY (FICA)**

**713.22.XX WORKER'S COMPENSATION (L & I)**

**713.23.XX UNEMPLOYMENT COMPENSATION**

**713.24.XX PENSION (PERS/LEOFF)**

**713.25.XX INSURANCE (Health, Life, Disability)**

**713.26.XX LEAVE (Vacation, Sick, Etc.)**

**713.30.XX OUTSIDE SERVICES:** Costs incurred for services in connection with airport maintenance (e.g., custodians, plumbers, electricians, legal).

**713.31.XX LEGAL**

**713.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with airport maintenance (e.g., paint, small tools, lumber, office, computer, janitorial).

**713.41.XX OFFICE/COMPUTER**

**713.42.XX JANITORIAL**

**713.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**713.XX AIRPORT - MAINTENANCE EXPENSES**

**713.50.XX EQUIPMENT RENTALS:** Costs incurred for rented equipment used in connection with airport maintenance.

**713.60.XX FACILITY RENTALS:** Costs incurred for rented facilities used in connection with airport maintenance.

**713.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with airport maintenance.

**713.71.XX RESERVED**

**713.72.XX TRAVEL**

**713.73.XX INSURANCE**

**713.74.XX ADVERTISING**

**713.75.XX MEMBERSHIPS/DUES**

**713.79.XX OTHER**

**713.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with airport maintenance.

**713.81.XX WATER**

**713.82.XX ELECTRICITY**

**713.83.XX SEWER**

**713.84.XX STEAM**

**713.85.XX SURFACE WATER TAX**

**713.86.XX GARBAGE COLLECTION**

**713.87.XX NATURAL GAS/PROPANE/OIL**

**713.88.XX TELECOMMUNICATIONS**

**713.89.XX OTHER**

**713.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the maintenance of the airport.

**713.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**71X.XX AIRPORT EXPENSES**

**715.XX GENERAL AND ADMINISTRATIVE:** Expenses which are not chargeable directly to a particular operating function or to other accounts.

**715.00.XX GENERAL AND ADMINISTRATIVE (ALLOCATED):** Costs incurred for General and Administrative costs allocated in connection with airport operations.

**715.10.XX RESERVED** (use 715.00)

**715.20.XX RESERVED** (use 715.00)

**715.30.XX RESERVED** (use 715.00)

**715.40.XX RESERVED** (use 715.00)

**715.50.XX RESERVED** (use 715.00)

**715.60.XX RESERVED** (use 715.00)

**715.70.XX RESERVED** (use 715.00)

**715.80.XX RESERVED** (use 715.00)

**715.90.XX RESERVED** (use 715.00)



**PORT DISTRICT**  
Expense Account Definitions

**71X.XX AIRPORT EXPENSES**

**717.XX DEPRECIATION:** Portion of the cost of a fixed asset which is charged as an expense during a particular period.

**717.00.XX DEPRECIATION:** Costs of depreciation expense, for all classes of depreciable property, incurred in connection with airport operations.

**717.10.XX RESERVED** (use 717.00)

**717.20.XX RESERVED** (use 717.00)

**717.30.XX RESERVED** (use 717.00)

**717.40.XX RESERVED** (use 717.00)

**717.50.XX RESERVED** (use 717.00)

**717.60.XX RESERVED** (use 717.00)

**717.70.XX RESERVED** (use 717.00)

**717.80.XX RESERVED** (use 717.00)

**717.90.XX RESERVED** (use 717.00)

**PORT DISTRICT**  
Expense Account Definitions

**71X.XX AIRPORT EXPENSES**

**719.XX OTHER:** Expenses incurred from other uses not otherwise included in accounts 711 thru 718.

**719.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, not otherwise defined in the airport, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**719.11.XX REGULAR (Straight-Pay)**  
**719.12.XX OVERTIME**

**719.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment, not otherwise defined in the airport. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**719.21.XX SOCIAL SECURITY (FICA)**  
**719.22.XX WORKER'S COMPENSATION (L & I)**  
**719.23.XX UNEMPLOYMENT COMPENSATION**  
**719.24.XX PENSION (PERS/LEOFF)**  
**719.25.XX INSURANCE (Health, Life, Disability)**  
**719.26.XX LEAVE (Vacation, Sick, Etc.)**

**719.30.XX OUTSIDE SERVICES:** Costs incurred for professional consultants and others for services which are not applicable to a particular function of the airport.

**719.31.XX LEGAL**

**719.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption, not otherwise defined in the airport functions.

**719.41.XX OFFICE/COMPUTER**  
**719.42.XX JANITORIAL**  
**719.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**719.XX AIRPORT - OTHER EXPENSES**

**719.50.XX EQUIPMENT RENTALS:** Costs incurred for rented equipment, not otherwise defined in the airport functions.

**719.60.XX FACILITY RENTALS:** Costs incurred for rented facilities, not otherwise defined in the airport functions.

**719.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred, not otherwise defined in the airport functions.

**719.71.XX RESERVED**

**719.72.XX TRAVEL**

**719.73.XX INSURANCE**

**719.74.XX ADVERTISING**

**719.75.XX MEMBERSHIPS/DUES**

**719.79.XX OTHER**

**719.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed, not otherwise defined in the airport functions.

**719.81.XX WATER**

**719.82.XX ELECTRICITY**

**719.83.XX SEWER**

**719.84.XX STEAM**

**719.85.XX SURFACE WATER TAX**

**719.86.XX GARBAGE COLLECTION**

**719.87.XX NATURAL GAS/PROPANE/OIL**

**719.88.XX TELECOMMUNICATIONS**

**719.89.XX OTHER**

**719.90.XX OTHER:** Costs incurred for other uses not otherwise defined in airport functions.

**719.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**72X.XX MARINA EXPENSES**

**721.XX OPERATING (DIRECT COSTS):** Expenses which are directly related to the entity's primary service activities.

**721.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees in connection with marina operations, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**721.11.XX REGULAR (Straight-Pay)**

**721.12.XX OVERTIME**

**721.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**721.21.XX SOCIAL SECURITY (FICA)**

**721.22.XX WORKER'S COMPENSATION (L & I)**

**721.23.XX UNEMPLOYMENT COMPENSATION**

**721.24.XX PENSION (PERS/LEOFF)**

**721.25.XX INSURANCE (Health, Life, Disability)**

**721.26.XX LEAVE (Vacation, Sick, Etc.)**

**721.30.XX OUTSIDE SERVICES:** Costs incurred for professional consultants and others for services in connection with marina operations (e.g., Community Assessment Study, Return on Investment Study, legal, appraisers, engineering, risk management (insurance), custodial, accounting).

**721.31.XX LEGAL**

**721.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with marina operations (e.g., office, computer, janitorial, fuel, lubricants).

**721.41.XX OFFICE/COMPUTER**

**721.42.XX JANITORIAL**

**721.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**721.XX MARINA - OPERATING EXPENSES**

**721.50.XX EQUIPMENT RENTALS:** Cost of operating rented equipment used in connection with marina operations.

**721.60.XX FACILITY RENTALS:** Cost of operating rented facilities used in connection with marina operations.

**721.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with marina operations (e.g., promotional hosting, travel, advertising, memberships, training, trade promotions, subscriptions/publications, community relations).

**721.71.XX PROMOTIONAL HOSTING**

**721.72.XX TRAVEL**

**721.73.XX INSURANCE**

**721.74.XX ADVERTISING**

**721.75.XX MEMBERSHIPS/DUES**

**721.79.XX OTHER**

**721.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with marina operations.

**721.81.XX WATER**

**721.82.XX ELECTRICITY**

**721.83.XX SEWER**

**721.84.XX STEAM**

**721.85.XX SURFACE WATER TAX**

**721.86.XX GARBAGE COLLECTION**

**721.87.XX NATURAL GAS/PROPANE/OIL**

**721.88.XX TELECOMMUNICATIONS**

**721.89.XX OTHER**

**721.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the operations of the marina.

**721.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**72X.XX MARINA EXPENSES**

**723.XX MAINTENANCE:** Expenses which are directly related to the entity's upkeep of physical properties in condition for use or occupancy. NOTE: Repairs to specific equipment and facilities may be included in these accounts using the sixth and succeeding digits available within each category.

**723.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, in connection with marina maintenance, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**723.11.XX REGULAR (Straight-Pay)**

**723.12.XX OVERTIME**

**723.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post retirement benefits).

**723.21.XX SOCIAL SECURITY (FICA)**

**723.22.XX WORKER'S COMPENSATION (L & I)**

**723.23.XX UNEMPLOYMENT COMPENSATION**

**723.24.XX PENSION (PERS/LEOFF)**

**723.25.XX INSURANCE (Health, Life, Disability)**

**723.26.XX LEAVE (Vacation, Sick, Etc.)**

**723.30.XX OUTSIDE SERVICES:** Costs incurred for services in connection with marina maintenance (e.g., custodians, plumbers, electricians, legal).

**723.31.XX LEGAL**

**723.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with marina maintenance (e.g., paint, small tools, lumber, office, computer, janitorial).

**723.41.XX OFFICE/COMPUTER**

**723.42.XX JANITORIAL**

**723.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**723.XX MARINA - MAINTENANCE EXPENSES**

**723.50.XX EQUIPMENT RENTALS:** Costs incurred for rented equipment used in connection with marina maintenance.

**723.60.XX FACILITY RENTALS:** Costs incurred for rented facilities used in connection with marina maintenance.

**723.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with marina maintenance.

**723.71.XX RESERVED**

**723.72.XX TRAVEL**

**723.73.XX INSURANCE**

**723.74.XX ADVERTISING**

**723.75.XX MEMBERSHIPS/DUES**

**723.79.XX OTHER**

**723.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with marina maintenance.

**723.81.XX WATER**

**723.82.XX ELECTRICITY**

**723.83.XX SEWER**

**723.84.XX STEAM**

**723.85.XX SURFACE WATER TAX**

**723.86.XX GARBAGE COLLECTION**

**723.87.XX NATURAL GAS/PROPANE/OIL**

**723.88.XX TELECOMMUNICATIONS**

**723.89.XX OTHER**

**723.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the maintenance of the marina.

**723.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**72X.XX MARINA EXPENSES**

**725.XX GENERAL AND ADMINISTRATIVE:** Expenses which are not chargeable directly to a particular operating function or to other accounts.

**725.00.XX GENERAL AND ADMINISTRATIVE (ALLOCATED):** Costs incurred for General and Administrative costs allocated in connection with marina operations.

**725.10.XX RESERVED** (use 725.00)

**725.20.XX RESERVED** (use 725.00)

**725.30.XX RESERVED** (use 725.00)

**725.40.XX RESERVED** (use 725.00)

**725.50.XX RESERVED** (use 725.00)

**725.60.XX RESERVED** (use 725.00)

**725.70.XX RESERVED** (use 725.00)

**725.80.XX RESERVED** (use 725.00)

**725.90.XX RESERVED** (use 725.00)



**PORT DISTRICT**  
Expense Account Definitions

**72X.XX MARINA EXPENSES**

**727.XX DEPRECIATION:** Portion of the cost of a fixed asset which is charged as an expense during a particular period.

**727.00.XX DEPRECIATION:** Costs of depreciation expense, for all classes of depreciable property, incurred in connection with marina operations.

**727.10.XX RESERVED** (use 727.00)

**727.20.XX RESERVED** (use 727.00)

**727.30.XX RESERVED** (use 727.00)

**727.40.XX RESERVED** (use 727.00)

**727.50.XX RESERVED** (use 727.00)

**727.60.XX RESERVED** (use 727.00)

**727.70.XX RESERVED** (use 727.00)

**727.80.XX RESERVED** (use 727.00)

**727.90.XX RESERVED** (use 727.00)

**PORT DISTRICT**  
Expense Account Definitions

**72X.XX MARINA EXPENSES**

**729.00 OTHER:** Expenses incurred from other uses not otherwise included in accounts 721 thru 728.

**729.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, not otherwise defined in the marina, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**729.11.XX REGULAR (Straight-Pay)**  
**729.12.XX OVERTIME**

**729.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment, not otherwise defined in the marina. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment post employment benefits).

**729.21.XX SOCIAL SECURITY (FICA)**  
**729.22.XX WORKER'S COMPENSATION (L & I)**  
**729.23.XX UNEMPLOYMENT COMPENSATION**  
**729.24.XX PENSION (PERS/LEOFF)**  
**729.25.XX INSURANCE (Health, Life, Disability)**  
**729.26.XX LEAVE (Vacation, Sick, Etc.)**

**729.30.XX OUTSIDE SERVICES:** Costs incurred for professional consultants and others for services which are not applicable to a particular function of the marina.

**729.31.XX LEGAL**

**729.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption, not otherwise defined in the marina functions.

**729.41.XX OFFICE/COMPUTER**  
**729.42.XX JANITORIAL**  
**729.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**729.XX MARINA - OTHER EXPENSES**

**729.50.XX EQUIPMENT RENTALS:** Costs incurred for rented equipment, not otherwise defined in the marina functions.

**729.60.XX FACILITY RENTALS:** Costs incurred for rented facilities, not otherwise defined in the marina functions.

**729.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred, not otherwise defined in the marina functions.

**729.71.XX RESERVED**

**729.72.XX TRAVEL**

**729.73.XX INSURANCE**

**729.74.XX ADVERTISING**

**729.75.XX MEMBERSHIPS/DUES**

**729.79.XX OTHER**

**729.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed, not otherwise defined in the marina functions.

**729.81.XX WATER**

**729.82.XX ELECTRICITY**

**729.83.XX SEWER**

**729.84.XX STEAM**

**729.85.XX SURFACE WATER TAX**

**729.86.XX GARBAGE COLLECTION**

**729.87.XX NATURAL GAS/PROPANE/OIL**

**729.88.XX TELECOMMUNICATIONS**

**729.89.XX OTHER**

**729.90.XX OTHER:** Costs incurred for other uses not otherwise defined in marina functions.

**729.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**73X.XX MARINE TERMINAL EXPENSES**

**731.XX OPERATING (DIRECT COSTS):** Expenses which are directly related to the entity's primary service activities.

**731.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, in connection with marine terminal operations, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**731.11.XX REGULAR (Straight-Pay)**

**731.12.XX OVERTIME**

**731.20.XX BENEFITS:** Employee benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**731.21.XX SOCIAL SECURITY (FICA)**

**731.22.XX WORKER'S COMPENSATION (L & I)**

**731.23.XX UNEMPLOYMENT COMPENSATION**

**731.24.XX PENSION (PERS/LEOFF)**

**731.25.XX INSURANCE (Health, Life, Disability)**

**731.26.XX LEAVE (Vacation, Sick, Etc.)**

**731.30.XX OUTSIDE SERVICES:** Costs incurred for professional consultants and others for services in connection with marine terminal operations (e.g., Community Assessment Study, Return on Investment Study, legal, appraisers, engineering, risk management (insurance), custodial, accounting).

**731.31.XX LEGAL**

**731.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with marine terminal operations (e.g., office, computer, janitorial, fuel, lubricants).

**731.41.XX OFFICE/COMPUTER**

**731.42.XX JANITORIAL**

**731.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**731.XX MARINE TERMINAL - OPERATING EXPENSES**

**731.50.XX EQUIPMENT RENTALS:** Cost of operating rented equipment used in connection with marine terminal operations.

**731.60.XX FACILITY RENTALS:** Cost of operating rented facilities used in connection with marine terminal operations.

**731.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with marine terminal operations (e.g., promotional hosting, travel, advertising, memberships, training, trade promotions, subscriptions/publications, community relations).

**731.71.XX PROMOTIONAL HOSTING**

**731.72.XX TRAVEL**

**731.73.XX INSURANCE**

**731.74.XX ADVERTISING**

**731.75.XX MEMBERSHIPS/DUES**

**731.79.XX OTHER**

**731.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with marine terminal operations.

**731.81.XX WATER**

**731.82.XX ELECTRICITY**

**731.83.XX SEWER**

**731.84.XX STEAM**

**731.85.XX SURFACE WATER TAX**

**731.86.XX GARBAGE COLLECTION**

**731.87.XX NATURAL GAS/PROPANE/OIL**

**731.88.XX TELECOMMUNICATIONS**

**731.89.XX OTHER**

**731.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the operations of the marine terminal.

**731.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**73X.XX MARINE TERMINAL EXPENSES**

**733.XX MAINTENANCE:** Expenses which are directly related to the entity's upkeep of physical properties in condition for use or occupancy. NOTE: Repairs to specific equipment and facilities may be included in these accounts using the sixth and succeeding digits available within each category.

**733.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, in connection with marine terminal maintenance, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**733.11.XX REGULAR (Straight-Pay)**

**733.12.XX OVERTIME**

**733.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**733.21.XX SOCIAL SECURITY (FICA)**

**733.22.XX WORKER'S COMPENSATION (L & I)**

**733.23.XX UNEMPLOYMENT COMPENSATION**

**733.24.XX PENSION (PERS/LEOFF)**

**733.25.XX INSURANCE (Health, Life, Disability)**

**733.26.XX LEAVE (Vacation, Sick, Etc.)**

**733.30.XX OUTSIDE SERVICES:** Costs incurred for services in connection with marine terminal maintenance (e.g., custodians, plumbers, electricians, legal).

**733.31.XX LEGAL**

**733.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with marine terminal maintenance (e.g., paint, small tools, lumber, office, computer, janitorial).

**733.41.XX OFFICE/COMPUTER**

**733.42.XX JANITORIAL**

**733.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**733.XX MARINE TERMINAL - MAINTENANCE EXPENSES**

**733.50.XX EQUIPMENT RENTALS:** Costs incurred for rented equipment used in connection with marine terminal maintenance.

**733.60.XX FACILITY RENTALS:** Costs incurred for rented facilities used in connection with marine terminal maintenance.

**733.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with marine terminal maintenance.

**733.71.XX RESERVED**  
**733.72.XX TRAVEL**  
**733.73.XX INSURANCE**  
**733.74.XX ADVERTISING**  
**733.75.XX MEMBERSHIPS/DUES**  
**733.79.XX OTHER**

**733.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with marine terminal maintenance.

**733.81.XX WATER**  
**733.82.XX ELECTRICITY**  
**733.83.XX SEWER**  
**733.84.XX STEAM**  
**733.85.XX SURFACE WATER TAX**  
**733.86.XX GARBAGE COLLECTION**  
**733.87.XX NATURAL GAS/PROPANE/OIL**  
**733.88.XX TELECOMMUNICATIONS**  
**733.89.XX OTHER**

**733.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the maintenance of the marine terminal.

**733.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**73X.XX MARINE TERMINAL EXPENSES**

**735.XX GENERAL AND ADMINISTRATIVE:** Expenses which are not chargeable directly to a particular operating function or to other accounts.

**735.00.XX GENERAL AND ADMINISTRATIVE (ALLOCATED):** Costs incurred for General and Administrative costs allocated in connection with marine terminal operations.

**735.10.XX RESERVED** (use 735.00)

**735.20.XX RESERVED** (use 735.00)

**735.30.XX RESERVED** (use 735.00)

**735.40.XX RESERVED** (use 735.00)

**735.50.XX RESERVED** (use 735.00)

**735.60.XX RESERVED** (use 735.00)

**735.70.XX RESERVED** (use 735.00)

**735.80.XX RESERVED** (use 735.00)

**735.90.XX RESERVED** (use 735.00)



**PORT DISTRICT**  
Expense Account Definitions

**73X.XX MARINE TERMINAL EXPENSES**

**737.XX DEPRECIATION:** Portion of the cost of a fixed asset which is charged as an expense during a particular period.

**737.00.XX DEPRECIATION:** Costs of depreciation expense, for all classes of depreciable property, incurred in connection with marine terminal operations.

**737.10.XX RESERVED** (use 737.00)

**737.20.XX RESERVED** (use 737.00)

**737.30.XX RESERVED** (use 737.00)

**737.40.XX RESERVED** (use 737.00)

**737.50.XX RESERVED** (use 737.00)

**737.60.XX RESERVED** (use 737.00)

**737.70.XX RESERVED** (use 737.00)

**737.80.XX RESERVED** (use 737.00)

**737.90.XX RESERVED** (use 737.00)

**PORT DISTRICT**  
Expense Account Definitions

**73X.XX MARINE TERMINAL EXPENSES**

**739.XX OTHER:** Expenses incurred from other uses not otherwise included in accounts 731 thru 738.

**739.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, not otherwise defined in the marine terminal, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**739.11.XX REGULAR (Straight-Pay)**  
**739.12.XX OVERTIME**

**739.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment, not otherwise defined in the marine terminal. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**739.21.XX SOCIAL SECURITY (FICA)**  
**739.22.XX WORKER'S COMPENSATION (L & I)**  
**739.23.XX UNEMPLOYMENT COMPENSATION**  
**739.24.XX PENSION (PERS/LEOFF)**  
**739.25.XX INSURANCE (Health, Life, Disability)**  
**739.26.XX LEAVE (Vacation, Sick, Etc.)**

**739.30.XX OUTSIDE SERVICES:** Costs incurred for professional consultants and others for services which are not applicable to a particular function of the marine terminal.

**739.31.XX LEGAL**

**739.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption, not otherwise defined in the marine terminal functions.

**739.41.XX OFFICE/COMPUTER**  
**739.42.XX JANITORIAL**  
**739.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**739.XX MARINE TERMINAL - OTHER EXPENSES**

**739.50.XX EQUIPMENT RENTALS:** Costs incurred for rented equipment, not otherwise defined in the marine terminal functions.

**739.60.XX FACILITY RENTALS:** Costs incurred for rented facilities, not otherwise defined in the marine terminal functions.

**739.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred, not otherwise defined in the marine terminal functions.

**739.71.XX RESERVED**  
**739.72.XX TRAVEL**  
**739.73.XX INSURANCE**  
**739.74.XX ADVERTISING**  
**739.75.XX MEMBERSHIPS/DUES**  
**739.79.XX OTHER**

**739.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed, not otherwise defined in the marine terminal functions.

**739.81.XX WATER**  
**739.82.XX ELECTRICITY**  
**739.83.XX SEWER**  
**739.84.XX STEAM**  
**739.85.XX SURFACE WATER TAX**  
**739.86.XX GARBAGE COLLECTION**  
**739.87.XX NATURAL GAS/PROPANE/OIL**  
**739.88.XX TELECOMMUNICATIONS**  
**739.89.XX OTHER**

**739.90.XX OTHER:** Costs incurred for other uses not otherwise defined in marine terminal functions.

**739.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**76X.XX PROPERTY LEASE/RENTAL EXPENSES**

**761.XX OPERATING (DIRECT COSTS):** Expenses which are directly related to the entity's primary service activities.

**761.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, in connection with property lease/rental operations, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**761.11.XX REGULAR (Straight-Pay)**

**761.12.XX OVERTIME**

**761.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**761.21.XX SOCIAL SECURITY (FICA)**

**761.22.XX WORKER'S COMPENSATION (L & I)**

**761.23.XX UNEMPLOYMENT COMPENSATION**

**761.24.XX PENSION (PERS/LEOFF)**

**761.25.XX INSURANCE (Health, Life, Disability)**

**761.26.XX LEAVE (Vacation, Sick, Etc.)**

**761.30.XX OUTSIDE SERVICES:** Costs incurred for professional consultants and others for services in connection with property lease/rental operations (e.g., Community Assessment Study, Return on Investment Study, legal, appraisers, engineering, risk management (insurance), custodial, accounting).

**761.31.XX LEGAL**

**761.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with property lease/rental operations (e.g., office, computer, janitorial, fuel, lubricants).

**761.41.XX OFFICE/COMPUTER**

**761.42.XX JANITORIAL**

**761.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**761.XX PROPERTY LEASE/RENTAL - OPERATING EXPENSES**

**761.50.XX EQUIPMENT RENTALS:** Cost of operating rented equipment used in connection with property lease/rental operations.

**761.60.XX FACILITY RENTALS:** Cost of operating rented facilities used in connection with property lease/rental operations.

**761.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with property lease/rental operations (promotional hosting, travel, advertising, memberships, training, trade promotions, subscriptions/publications, community relations).

**761.71.XX PROMOTIONAL HOSTING**

**761.72.XX TRAVEL**

**761.73.XX INSURANCE**

**761.74.XX ADVERTISING**

**761.75.XX MEMBERSHIPS/DUES**

**761.79.XX OTHER**

**761.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with property lease/rental operations.

**761.81.XX WATER**

**761.82.XX ELECTRICITY**

**761.83.XX SEWER**

**761.84.XX STEAM**

**761.85.XX SURFACE WATER TAX**

**761.86.XX GARBAGE COLLECTION**

**761.87.XX NATURAL GAS/PROPANE/OIL**

**761.88.XX TELECOMMUNICATIONS**

**761.89.XX OTHER**

**761.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the operations of property lease and rentals.

**761.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**76X.XX PROPERTY LEASE/RENTAL EXPENSES**

**763.XX MAINTENANCE:** Expenses which are directly related to the entity's upkeep of physical properties in condition for use or occupancy. NOTE: Repairs to specific equipment and facilities may be included in these accounts using the sixth and succeeding digits available within each category.

**763.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, in connection with property lease/rental maintenance, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**763.11.XX REGULAR (Straight-Pay)**

**763.12.XX OVERTIME**

**763.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**763.21.XX SOCIAL SECURITY (FICA)**

**763.22.XX WORKER'S COMPENSATION (L & I)**

**763.23.XX UNEMPLOYMENT COMPENSATION**

**763.24.XX PENSION (PERS/LEOFF)**

**763.25.XX INSURANCE (Health, Life, Disability)**

**763.26.XX LEAVE (Vacation, Sick, Etc.)**

**763.30.XX OUTSIDE SERVICES:** Costs incurred for services in connection with property lease/rental maintenance (e.g., custodians, plumbers, electricians, legal).

**763.31.XX LEGAL**

**763.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with property lease/rental maintenance (paint, small tools, lumber, office, computer, janitorial).

**763.41.XX OFFICE/COMPUTER**

**763.42.XX JANITORIAL**

**763.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**763.XX PROPERTY LEASE/RENTAL - MAINTENANCE EXPENSES**

**763.50.XX EQUIPMENT RENTALS:** Costs incurred for rented equipment used in connection with property lease/rental maintenance.

**763.60.XX FACILITY RENTALS:** Costs incurred for rented facilities used in connection with property lease/rental maintenance.

**763.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with property lease/rental maintenance.

**763.71.XX RESERVED**

**763.72.XX TRAVEL**

**763.73.XX INSURANCE**

**763.74.XX ADVERTISING**

**763.75.XX MEMBERSHIPS**

**763.79.XX OTHER**

**763.70.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with property lease/rental maintenance.

**763.81.XX WATER**

**763.82.XX ELECTRICITY**

**763.83.XX SEWER**

**763.84.XX STEAM**

**763.85.XX SURFACE WATER TAX**

**763.86.XX GARBAGE COLLECTION**

**763.87.XX NATURAL GAS/PROPANE/OIL**

**763.88.XX TELECOMMUNICATIONS**

**763.89.XX OTHER**

**763.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the maintenance of property lease and rentals.

**763.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**76X.XX PROPERTY LEASE/RENTAL EXPENSES**

**765.XX GENERAL AND ADMINISTRATIVE:** Expenses which are not chargeable directly to a particular operating function or to other accounts.

**765.00.XX GENERAL AND ADMINISTRATIVE (ALLOCATED):** Costs incurred for General and Administrative costs allocated in connection with property lease/rental operations.

**765.10.XX RESERVED** (use 765.00)

**765.20.XX RESERVED** (use 765.00)

**765.30.XX RESERVED** (use 765.00)

**765.40.XX RESERVED** (use 765.00)

**765.50.XX RESERVED** (use 765.00)

**765.60.XX RESERVED** (use 765.00)

**765.70.XX RESERVED** (use 765.00)

**765.80.XX RESERVED** (use 765.00)

**765.90.XX RESERVED** (use 765.00)



**PORT DISTRICT**  
Expense Account Definitions

**76X.XX PROPERTY LEASE/RENTAL EXPENSES**

**767.00 DEPRECIATION:** Portion of the cost of a fixed asset which is charged as an expense during a particular period.

**767.00.XX DEPRECIATION:** Costs of depreciation expense, for all classes of depreciable property, incurred in connection with property lease/ rental operations.

**767.10.XX RESERVED** (use 767.00)

**767.20.XX RESERVED** (use 767.00)

**767.30.XX RESERVED** (use 767.00)

**767.40.XX RESERVED** (use 767.00)

**767.50.XX RESERVED** (use 767.00)

**767.60.XX RESERVED** (use 767.00)

**767.70.XX RESERVED** (use 767.00)

**767.80.XX RESERVED** (use 767.00)

**767.90.XX RESERVED** (use 767.00)

**PORT DISTRICT**  
Expense Account Definitions

**76X.XX PROPERTY LEASE/RENTAL EXPENSES**

**769.XX OTHER:** Expenses incurred from other uses not otherwise included in accounts 761 thru 768.

**769.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees not otherwise defined in the property lease/rental, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**769.11.XX REGULAR (Straight-Pay)**  
**769.12.XX OVERTIME**

**769.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment, not otherwise defined in the property lease/rental. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]--employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**769.21.XX SOCIAL SECURITY (FICA)**  
**769.22.XX WORKER'S COMPENSATION (L & I)**  
**769.23.XX UNEMPLOYMENT COMPENSATION**  
**769.24.XX PENSION (PERS/LEOFF)**  
**769.25.XX INSURANCE (Health, Life, Disability)**  
**769.26.XX LEAVE (Vacation, Sick, Etc.)**

**769.30.XX OUTSIDE SERVICES:** Costs incurred for professional consultants and others for services which are not applicable to a particular function of the property lease/rental.

**769.31.XX LEGAL**

**769.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption, not otherwise defined in the property lease/rental functions.

**769.41.XX OFFICE/COMPUTER**  
**769.42.XX JANITORIAL**  
**769.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**769.XX PROPERTY LEASE/RENTAL - OTHER EXPENSES**

**769.50.XX EQUIPMENT RENTALS:** Costs incurred for rented equipment, not otherwise defined in the property lease/rental functions.

**769.60.XX FACILITY RENTALS:** Costs incurred for rented facilities, not otherwise defined in the property lease/rental functions.

**769.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred, not otherwise defined in the property lease/rental functions.

**769.71.XX RESERVED**

**769.72.XX TRAVEL**

**769.73.XX INSURANCE**

**769.74.XX ADVERTISING**

**769.75.XX MEMBERSHIPS/DUES**

**769.79.XX OTHER**

**769.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed, not otherwise defined in the property lease/rental functions.

**769.81.XX WATER**

**769.82.XX ELECTRICITY**

**769.83.XX SEWER**

**769.84.XX STEAM**

**769.85.XX SURFACE WATER TAX**

**769.86.XX GARBAGE COLLECTION**

**769.87.XX NATURAL GAS/PROPANE/OIL**

**769.88.XX TELECOMMUNICATIONS**

**769.89.XX OTHER**

**769.90.XX OTHER:** Costs incurred for other uses not otherwise defined in property lease/rental functions.

**769.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**77X.XX NONEXPENSES:** For disbursements categorized as nonrevenues. Accounts in the 770 series are for districts using single-entry, cash-basis accounting.

**771.XX DEBT REDEMPTION (PRINCIPAL):** Use these accounts to record the redemption of debt principal. Use account 799.91 for interest properly categorized as an expense.

**771.10** General Obligation Bonds (~~G.L. account 235.10~~)  
**771.20** Revenue Bonds (~~G.L. account 235.20~~)  
**771.30** Capital Leases/Installment Purchases (~~G.L. account 235.50~~)  
**771.40** Anticipation Notes/Warrants (~~G.L. account 239.60~~)  
**771.50** Other Note/Contracts (~~G.L. accounts 215 and 216~~)  
**771.60** Intergovernmental Loans (~~G.L. account 239.80~~)  
**771.90** Other Debt Redemptions

**772.XX INVESTMENT DISBURSEMENTS:** Use these accounts to record amounts paid for investments.

**772.10** Purchase Of Investments (~~G.L. account 102~~)

**773.XX FIXED ASSET DISBURSEMENTS**

**773.30** Purchase of Fixed Assets

**779.XX OTHER NONEXPENSES**

**PORT DISTRICT**  
Expense Account Definitions

**78X.XX GENERAL AND ADMINISTRATIVE (G & A) EXPENSES** - The sum of accounts 781 and 783 less 785 should be shown separately in the operating expenses of the financial statements. Account 787 is combined with other operations.

**781.XX OPERATING G & A (DIRECT COSTS):** Expenses which are directly related to the entity's primary service activities (e.g., Accounting/Finance Department).

**781.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, in connection with general and administrative operations, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**781.11.XX REGULAR (Straight-Pay)**

**781.12.XX OVERTIME**

**781.20.XX BENEFITS:** Employee benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]- employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**781.21.XX SOCIAL SECURITY (FICA)**

**781.22.XX WORKER'S COMPENSATION (L & I)**

**781.23.XX UNEMPLOYMENT COMPENSATION**

**781.24.XX PENSION (PERS/LEOFF)**

**781.25.XX INSURANCE (Health, Life, Disability)**

**781.26.XX LEAVE (Vacation, Sick, Etc.)**

**781.30.XX OUTSIDE SERVICES:** Costs incurred for professional consultants and others for services in connection with general and administrative operations (e.g., Community Assessment Study, Return on Investment Study, legal, appraisers, engineering, risk management (insurance), custodial, accounting, regional cooperative efforts).

**781.31.XX LEGAL**

**781.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with general and administrative operations (e.g., office, computer, janitorial, fuel, lubricants).

**781.41.XX OFFICE/COMPUTER**

**781.42.XX JANITORIAL**

**781.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**781.XX GENERAL AND ADMINISTRATIVE - OPERATING EXPENSES**

**781.50.XX EQUIPMENT RENTALS:** Cost of operating rented equipment used in connection with general and administrative operations.

**781.60.XX FACILITY RENTALS:** Cost of operating rented facilities used in connection with general and administrative operations.

**781.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with general and administrative operations (e.g., promotional hosting, travel, advertising, memberships, training, trade promotions, subscriptions/publications, community relations).

**781.71.XX PROMOTIONAL HOSTING**

**781.72.XX TRAVEL**

**781.73.XX INSURANCE**

**781.74.XX ADVERTISING**

**781.75.XX MEMBERSHIPS/DUES**

**781.79.XX OTHER**

**781.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with general and administrative operations.

**781.81.XX WATER**

**781.82.XX ELECTRICITY**

**781.83.XX SEWER**

**781.84.XX STEAM**

**781.85.XX SURFACE WATER TAX**

**781.86.XX GARBAGE COLLECTION**

**781.87.XX NATURAL GAS/PROPANE/OIL**

**781.88.XX TELECOMMUNICATIONS**

**781.89.XX OTHER**

**781.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the general and administrative operations.

**781.99.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**78X.XX GENERAL AND ADMINISTRATIVE (G & A) EXPENSES** - The sum of accounts 781 and 783 less 785 should be shown separately in the operating expenses of the financial statements. Account 787 is combined with other operations.

**783.XX MAINTENANCE G & A (DIRECT COSTS):** Expenses which are directly related to the entity's upkeep of physical properties in condition for use or occupancy. NOTE: Repairs to specific equipment and facilities may be included in these accounts using the sixth and succeeding digits available within each category.

**783.10.XX SALARIES/LABOR:** Costs incurred for personal services rendered by employees, in connection with general and administrative maintenance, in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensations construed to be salaries and labor. Subdivide this account as necessary for local purposes (e.g., regular pay, overtime pay, sick pay, vacation pay, shift differential, and other taxable compensation).

**783.11.XX REGULAR (Straight-Pay)**  
**783.12.XX OVERTIME**

**783.20.XX BENEFITS:** Employees benefits incurred by the employer as part of the conditions of employment. Subdivide as needed for local purposes (e.g., insurance, OASI [FICA]- employer portion, pension retirement, unemployment compensation, uniform's and clothing, worker's compensation, medical, leave accruals, and other post employment benefits).

**783.21.XX SOCIAL SECURITY (FICA)**  
**783.22.XX WORKER'S COMPENSATION (L & I)**  
**783.23.XX UNEMPLOYMENT COMPENSATION**  
**783.24.XX PENSION (PERS/LEOFF)**  
**783.25.XX INSURANCE (Health, Life, Disability)**  
**783.26.XX LEAVE (Vacation, Sick, Etc.)**

**783.30.XX OUTSIDE SERVICES:** Costs incurred for services in connection with general and administrative maintenance (e.g., custodians, plumbers, electricians, legal).

**783.31.XX LEGAL**

**783.40.XX SUPPLIES:** Costs incurred for articles and commodities purchased for consumption in connection with general and administrative maintenance (e.g., paint, small tools, lumber, office, computer, janitorial).

**783.41.XX OFFICE/COMPUTER**  
**783.42.XX JANITORIAL**  
**783.43.XX FUEL AND LUBRICANTS**

**PORT DISTRICT**  
Expense Account Definitions

**783.XX GENERAL AND ADMINISTRATIVE - MAINTENANCE EXPENSES**

**783.50.XX EQUIPMENT RENTALS:** Costs incurred for rented equipment used in connection with general and administrative maintenance.

**783.60.XX FACILITY RENTALS:** Costs incurred for rented facilities used in connection with general and administrative maintenance.

**783.70.XX GENERAL AND ADMINISTRATIVE (DIRECT):** Costs incurred in connection with general and administrative maintenance.

**783.71.XX RESERVED**  
**783.72.XX TRAVEL**  
**783.73.XX INSURANCE**  
**783.74.XX ADVERTISING**  
**783.75.XX MEMBERSHIPS/DUES**  
**783.79.XX OTHER**

**783.80.XX UTILITIES:** Costs incurred for heat, light, power, and water consumed in connection with general and administrative maintenance.

**783.81.XX WATER**  
**783.82.XX ELECTRICITY**  
**783.83.XX SEWER**  
**783.84.XX STEAM**  
**783.85.XX SURFACE WATER TAX**  
**783.86.XX GARBAGE COLLECTION**  
**783.87.XX NATURAL GAS/PROPANE/OIL**  
**783.88.XX TELECOMMUNICATIONS**  
**783.89.XX OTHER**

**783.90.XX OTHER:** Costs incurred for other uses not otherwise defined in the general and administrative maintenance.

**783.99.XX RESERVED**



**PORT DISTRICT**  
Expense Account Definitions

**78X.XX GENERAL AND ADMINISTRATIVE (G & A) EXPENSES** - The sum of accounts 781 and 783 less 785 should be shown separately in the operating expenses of the financial statements. Account 787 is combined with other operations.

**785.XX GENERAL AND ADMINISTRATIVE:** Expenses which are not chargeable directly to a particular operating function or to other accounts.

**785.00.XX GENERAL AND ADMINISTRATIVE (ALLOCATED):** Costs incurred for General and Administrative expenses allocated in connection with operations (e.g., Airport, Marina, Marine Terminal, etc.). The credit balance in this account should equal the sum of accounts 715, 725, 735, and 765.

**785.10.XX RESERVED** (use 785.00)

**785.20.XX RESERVED** (use 785.00)

**785.30.XX RESERVED** (use 785.00)

**785.40.XX RESERVED** (use 785.00)

**785.50.XX RESERVED** (use 785.00)

**785.60.XX RESERVED** (use 785.00)

**785.70.XX RESERVED** (use 785.00)

**785.80.XX RESERVED** (use 785.00)

**785.90.XX RESERVED** (use 785.00)

**PORT DISTRICT**  
Expense Account Definitions

**78X.XX GENERAL AND ADMINISTRATIVE (G & A) EXPENSES** - The sum of accounts 781 and 783 less 785 should be shown separately in the operating expenses of the financial statements. Account 787 is combined with other operations.

**787.XX DEPRECIATION:** Portion of the cost of a fixed asset which is charged as an expense during a particular period.

**787.00.XX DEPRECIATION:** Costs of depreciation expense, for all classes of depreciable property, incurred in connection with general and administrative operations.

**787.10.XX RESERVED** (use 787.00)

**787.20.XX RESERVED** (use 787.00)

**787.30.XX RESERVED** (use 787.00)

**787.40.XX RESERVED** (use 787.00)

**787.50.XX RESERVED** (use 787.00)

**787.60.XX RESERVED** (use 787.00)

**787.70.XX RESERVED** (use 787.00)

**787.80.XX RESERVED** (use 787.00)

**787.90.XX RESERVED** (use 787.00)

**PORT DISTRICT**  
Expense Account Definitions

**78X.XX GENERAL AND ADMINISTRATIVE EXPENSES**

**789.XX OTHER:** Expenses incurred from other uses not otherwise included in accounts 781 thru 788.

**789.10.XX RESERVED**

**789.20.XX RESERVED**

**789.30.XX RESERVED**

**789.40.XX RESERVED**

**789.50.XX RESERVED**

**789.60.XX RESERVED**

**789.70.XX RESERVED**

**789.80.XX RESERVED**

**789.90.XX RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**79X.XX NONOPERATING EXPENSES**

**799.XX**        **OTHER:** Expenses incurred from other uses not otherwise included in accounts 791 thru 798.

**799.10.XX**        **RESERVED** (use 799.90)

**799.20.XX**        **RESERVED** (use 799.90)

**799.30.XX**        **RESERVED** (use 799.90)

**799.40.XX**        **RESERVED** (use 799.90)

**799.50.XX**        **RESERVED** (use 799.90)

**799.60.XX**        **RESERVED** (use 799.90)

**799.70.XX**        **RESERVED** (use 799.90)

**799.80.XX**        **RESERVED** (use 799.90)

**799.90.XX**        **OTHER:** Costs incurred for other uses not otherwise defined in nonoperating functions.

**799.91.XX**        **INTEREST EXPENSE:** Costs incurred in connection with debt issued or assumed (e.g., G.O. Bonds, Revenue Bonds)

**799.92.XX**        **ELECTION EXPENSE:** Costs incurred in connection with elections of officials, and bond or other propositions submitted to the voters.

**799.98.XX**        **ENVIRONMENTAL EXPENSE:** Costs incurred in connection with remedial environmental impacts. Nonremedial costs will be charged to the proper expense accounts.

**799.99.XX**        **RESERVED**

**PORT DISTRICT**  
Expense Account Definitions

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/92

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	1	6	45

## REPORTING SECTION

### Table of Contents

	<u>Page</u>
Chapter 1.	Reporting Principles
	Philosophy Of Reporting . . . . . 3
	BARS Reporting Requirements . . . . . 5
	Magnetic Filing Instructions . . . . . 5
	MCAG Indices . . . . . 7
	Reporting Checklist . . . . . 11
	Certification/Cover Sheet For Annual Report . . . . . 13
Chapter 2.	Port Districts
	Statement Of Revenues and Expenses Arising From Cash Transactions . . . . . 1
Chapter 3.	(To be issued at a later date).
Chapter 4.	(To be issued at a later date).
Chapter 5.	Supplemental Schedules
	Detail Of Revenues And Other Sources (Schedule 04) . . . . . 3
	Detail Of Expenses And Other Uses (Schedule 05) . . . . . 7
	Real And Personal Property Taxes (Schedule 08) . . . . . 13
	Long-Term Debt (Schedule 09) . . . . . 17
	Financial Assistance (Schedule 16) . . . . . 23
	Labor Relations Consultants (Schedule 19) . . . . . 28
Chapter 6.	Notes To Financial Statements . . . . . 1
Chapter 7.	(To be issued at a later date).
Chapter 8.	BARS Conversion Charts . . . . . 1

**THIS PAGE LEFT BLANK INTENTIONALLY.**

## REPORTING PRINCIPLES

**THIS CHAPTER APPLIES TO ALL MUNICIPALITIES INCLUDED WITHIN THE UNCLASSIFIED PROPRIETARY BARS MANUAL.**

### PHILOSOPHY OF REPORTING

The BARS manual has been designed to provide the essential financial information for management of local governments and for legislative officials at the state level.

According to the NCGA Concepts Statement 1:

" The overall goal of accounting and financial reporting for governmental units is to provide:

- A) Financial information useful for making economic, political and social decisions, and demonstrating accountability and stewardship; and
- B) Information useful for evaluating managerial and organizational performance.

.....

The overall goal focuses on decision-making needs of users. Based on the research study of potential users and the information necessary to support their decisions, five basic categories of relevant information have been identified. These are as follows:

1. Information concerning short-term financial resources.
2. Information concerning financial condition of the governmental unit.
3. Information concerning compliance with legal, contractual and fiduciary requirements.
4. Information useful for planning and budgeting.
5. Information concerning managerial and organizational performance."

Financial statements and schedules are the primary means of meeting this goal. Although Concepts Statement 1 does not address the specific financial statements currently in use, it is apparent that the operating statements and the statement of cash flows are intended to provide the first type of information listed above; balance sheets, the second type; and budget/actual comparisons, the third type. Analysis and comparison of all the basic financial statements for several years is a primary source of the fourth and fifth types of information.

It is important to note that the statements and schedules required for Unclassified reporting are not intended to meet the criteria of generally accepted accounting principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB). GAAP reporting requirements are discussed and prescribed in the Proprietary BARS manual for Classified municipalities. The State Auditor's Office (SAO) has determined that these requirements are too extensive to prescribe for Unclassified municipalities, considering their size and the resources they typically have available to perform accounting tasks. However, any government that wishes to provide the superior disclosure contained in GAAP statements is encouraged to prepare those statements; that government should contact the SAO to obtain copies of the Classified Proprietary BARS manual and can expect assistance from SAO in interpreting and implementing GAAP requirements.



**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	1	4

## BARS REPORTING REQUIREMENTS

*Pursuant to RCW 43.09.230, Annual Reports are to be certified and filed with the State Auditor's Office within 150 days after the close of each fiscal year.*

Annual Report  
State Auditor's Office  
Division of Legislative and Technical Services  
P.O. Box 40031  
Olympia, WA 98504-0031

The listing which follows indicates the statements and schedules required for your government. All the statements and schedules listed below are prepared on a cash or modified cash basis.

### Statement No. and Name:

C-1 Statement Of Revenues And Expenses Arising From Cash Transactions  
F-1 Notes To Financial Statements

### Schedule No. and Name:

04 Detail Of Revenues And Other Sources  
05 Detail Of Expenses And Other Uses  
08 Real And Personal Property Taxes  
\*09 Long-Term Debt  
\*16 Financial Assistance  
19 Labor Relations Consultants

\* These statements and schedules will be included by the examiner as exhibits in the audit report.

The remaining chapters of this part give instructions for preparing each required statement and schedule.

In most cases, the State Auditor's Office has designed forms to use in preparing the required statements and schedules. A blank copy of each form is included at the appropriate place in each chapter and additional copies are available on request. The use of these particular forms is not required; however, the kinds and amounts of information requested by the forms is generally prescribed. Specific instructions accompanying each statement and schedule identify what detail, if any, is optional.

### Magnetic Filing Instructions

Magnetic media reporting is encouraged when filing annual reports. Statements and schedules may be submitted on diskette (3 1/2 or 5 1/4) or magnetic tape. When submitting by diskette, schedules 04 and 05 should be formatted to include MCAG number (4 digits), Fund number (3 digit), BARS account number (refer to Part 4, Chapter 5 for required details), and actual amounts (use a minus sign if negative). The remainder of the schedules should be formatted as described in the following chapters.

Magnetic tapes submitted should be 9 track with fixed block records of 80 bytes in blocks of 8000, preceded with a standard label.

### MCAG Numbers

The next few pages contain all Unclassified Port District and Transit System MCAG identification numbers. Record your number in the upper left hand corner of the various report forms.

### Checklist

When you have finished preparing the statements and schedules described in Chapters 2 through 6, use the checklist at the end of this chapter to insure that your report is complete. Please arrange the report contents in the order shown on the checklist. (You may use the checklist as your table of contents.)

### Certification/Cover Sheet

Finally, prepare the cover sheet and sign and date the certification before submitting your report.

MCAG INDEX - PORT DISTRICTS (UNCLASSIFIED)

Port of Allyn . . . . .	1742
Port of Centralia . . . . .	0588
Port of Chehalis . . . . .	0589
Port of Chinook . . . . .	1750
Port of Clarkston . . . . .	0437
Port of Columbia County . . . . .	1705
Port of Coulee City . . . . .	1716
Port of Coupeville . . . . .	1724
Port of Dewatto . . . . .	1743
Port of Eglon . . . . .	1739
Port of Ephrata . . . . .	1721
Port of Garfield . . . . .	1712
Port of Grand Coulee . . . . .	1719
Port of Grandview . . . . .	0837
Port of Grapeview . . . . .	1744
Port of Hartline . . . . .	1717
Port of Hoodspport . . . . .	1745
Port of Illahee . . . . .	1734
Port of Illwaco . . . . .	1748
Port of Indianola . . . . .	1735
Port of Kahlotus . . . . .	1711
Port of Keyport . . . . .	1736
Port of Klickitat . . . . .	1741
Port of Lopez . . . . .	1754
Port of Mabana . . . . .	1726
Port of Manchester . . . . .	1737
Port of Mattawa . . . . .	1715
Port of Orcas . . . . .	1755
Port of Othello . . . . .	1696
Port of Peninsula . . . . .	1751
Port of Poulsbo . . . . .	1732
Port of Ridgefield . . . . .	1704
Port of Royal Slope . . . . .	1714
Port of Silverdale . . . . .	1733
Port of Skamania County . . . . .	1758
Port of South Whidbey Island . . . . .	1725
Port of Tahuya . . . . .	1747
Port of Tracyton . . . . .	1740
Port of Wahkiakum County #1 . . . . .	1762
Port of Wahkiakum County #2 . . . . .	1763
Port of Warden . . . . .	1720
Port of Waterman . . . . .	1738
Port of Whitman County . . . . .	1766
Port of Wilson Creek . . . . .	1718
Port of Woodland . . . . .	1708

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	1	8

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/95	1/1/93

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	1	9

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	1	10

## CHECKLIST OF BARS REPORTING REQUIREMENTS

NOTE: This list is NOT the order in which to prepare these statements and schedules, but it is the order for presenting them in your annual report. Chapters 2-6 of this part give instructions for preparing the statements and schedules in an efficient sequence.

Page Number(s)	Statement Or Schedule	Yes	No	SEE Chapte r
	Statement C-1      Statement Of Revenues And Expenses Arising From Cash Transactions			2
	Statement F-1      Notes To The Financial Statements			6
	Schedule 04      Detail Of Revenues And Other Sources			5
	Schedule 05      Detail Of Expenses And Other Uses			5
	Schedule 08      Real And Personal Property Taxes			5
	Schedule 09      Long-Term Debt General Obligation Debt Schedule Revenue Debt Schedule Assessment Debt Schedule Refunded Debt Schedule			5 5 5 5
	Schedule 16      Financial Assistance Federal Grants State Grants Interlocal Grants			5 5 5
	Schedule 19      Labor Relations Consultants			5



**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	1	12

# ANNUAL REPORT

---

(Name of Port)

---

MCAG No.

Submitted pursuant to RCW 43.09.200

to the

STATE AUDITOR'S OFFICE

FOR THE FISCAL YEAR ENDED \_\_\_\_\_ 19 \_\_\_\_\_

Certified correct this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

to the best of my knowledge and belief:

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

PREPARED BY \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**PORT DISTRICT**  
Financial Statements

<u>Table of Contents</u>	<u>Page</u>
1. Instructions for the Statement of Revenues And Expenses Arising From Cash Transactions (Statement C-1) .....	3

**PORT DISTRICT**  
Financial Statements

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	2	

**PORT DISTRICT**  
Financial Statements

Instructions for Preparing the Statement of Revenues And Expenses Arising From Cash Transactions (Statement C-1)

- A. The information for this statement should be taken from the port revenue and expense ledgers after year-end.
- B. Prior year information (optional) should be taken from the prior year's statement. The left hand column should be used for current year information and the right-hand column for the previous year (optional).
- C. Notes to the financial statements (see Part 4, Chapter 6) for any items that describe a specific revenue or expense account should include a parenthetical reference to that note after the proper account title. Normally, there should be note references to operating subsidies, tax levies, fixed assets and long-term debt.
- D. When completed, the statement should be typewritten or typeset. The example that follows illustrates the proper format and headings. Be sure to note the following items:
  - 1. Account numbers do not need to be included.
  - 2. The name of your port should be at the top of the form, followed by the title of the statement, which is "(Comparative) Statement of Revenues And Expenses Arising From Cash Transactions."
  - 3. The statement should have inclusive dates or the phrase "for the years ended)," since an operating statement is prepared for a period of time.
  - 4. After the total operating expenses line, a separate subtotal is calculated and labelled "Income (Loss) from operations."
  - 5. The statement MUST contain a footnote directing the reader to the accompanying notes to financial statements.

**PORT DISTRICT**  
Financial Statements

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	2	

PORT OF \_\_\_\_\_  
 (COMPARATIVE)\* STATEMENT OF REVENUES AND EXPENSES  
 ARISING FROM CASH TRANSACTIONS  
 For the Years Ended December 31, 19\_\_\_\_ and 19\_\_\_\_\*

	<u>12/31/</u> _____	<u>12/31/</u> _____*
OPERATING REVENUES:		
Airport operations	\$_____	\$_____
Marina operations	_____	_____
Marine terminal operations	_____	_____
Property lease/rental operations	_____	_____
General and administrative	_____	_____
Other:_____	_____	_____
Total Operating Revenues	_____	_____
OPERATING EXPENSES:		
General operations	_____	_____
Maintenance	_____	_____
General and administrative (781 + 783 - 785)	_____	_____
Other:_____	_____	_____
Total Operating Expenses	_____	_____
Income (Loss) from Operations	_____	_____
NONOPERATING REVENUES (EXPENSES):		
Interest income	_____	_____
Federal and state grants and contracts	_____	_____
Taxes levied for:		
General purposes (Note ____)	_____	_____
Debt service principal/interest (Note ____)	_____	_____
Sale of fixed assets	_____	_____
Purchase of fixed assets	_____	_____
Principal paid on long-term debt	_____	_____
Interest paid on long-term debt	_____	_____
Election expense	_____	_____
Other nonoperating revenues (Expenses)	_____	_____
Total Nonoperating Revenues (Expenses)	_____	_____
NET INCOME (LOSS)	\$ <u>      </u>	\$ <u>      </u>
Net increase (decrease) in net cash and investments	_____	_____
Beginning balance of net cash and investments	_____	_____
Ending balance of net cash and investments	\$ <u>      </u>	\$ <u>      </u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS

\*Prior year presentation is optional.

**PORT DISTRICT**  
Financial Statements

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	2	6



# ANNUAL REPORT

\_\_\_\_\_  
(Name of Port)

\_\_\_\_\_  
MCAG No.

Submitted pursuant to RCW 43.09.22

to the

DIVISION OF MUNICIPAL CORPORATIONS

STATE AUDITOR'S OFFICE

FOR THE FISCAL YEAR ENDED \_\_\_\_\_ 19 \_\_\_\_\_

Certified correct this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

to the best of my knowledge and belief:

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

PREPARED BY \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**PORT DISTRICT**  
Financial Statements

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>		<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY		1	4	2	8

**REPORTING SECTION  
SUPPLEMENTAL SCHEDULES**

Table of Contents

	<u>Page</u>
Matrix Of Reporting Requirements .....	2
Schedule 04      Detail Of Revenues And Other Sources .....	3
Schedule 05      Detail Of Expenses And Other Uses .....	7
Schedule 08      Real And Personal Property Taxes .....	13
Schedule 09      Long-Term Debt .....	17
Schedule 16      Financial Assistance .....	23
Schedule 19      Labor Relations Consultants .....	28

MATRIX OF STATUTORY REPORTING REQUIREMENTS: Additional Schedules Required by SAO			
(A) Port Districts (Unclassified)			
Schedule No.	Schedule	(A) Port Districts	(B)
04	Detail Of Revenues And Other Resources	Prepare one schedule for the district	
05	Detail Of Expenses And Other Uses	Prepare one schedule for the district	
08	Schedule Of Real And Personal Property Taxes	Prepare one schedule for the district	
09	Schedule Of Long-Term Debt	Prepare one schedule for each category of debt	
16	Schedule Of Financial Assistance	Prepare one schedule for each category of assistance	
19	Schedule Of Labor Relations Consultants	Prepare one schedule for each consultant	
If you are preparing a CAFR, there are additional statements, schedules, and statistical data that must be included in your report. This matrix does not detail these additional requirements.			

#### SCHEDULE 04 - DETAIL OF REVENUES AND OTHER SOURCES

The purpose of this schedule is to report the revenues for each proprietary-type entity so that the State Auditor's Office can collect information about the total amounts received by your government. Specific account numbers are required, and titles must describe the revenue source clearly.

##### *For Port Districts:*

The level of detail should equal that shown in the BARS manual chart of accounts (Part 1, Chapter 5) to the third digit (BASUB level), except for the nonoperating revenues which should be shown to the fourth digit. A subtotal should be calculated after each operating function (second digit level). Please refer to the following example and blank format.

It is not necessary to type this schedule. It may be hand written (please print) or a computer printout with the required detail is acceptable.

This schedule may also be submitted on diskette (3½ or 5¼). When submitting by diskette, the schedule should include MCAG number (4 digits), BARS account numbers, and actual amounts received.

## DETAIL OF REVENUES AND OTHER SOURCES

For Year Ended December 31, 19\_\_

BARS Revenue Account No.	Description	Actual Revenues
611.00/612.00	Airport User Charges	\$1,435,538
614.00	Airport Real Property Rentals-Land	13,318
619.00	Other Airport Revenues	3,488
610.00	Total Airport Revenues	\$1,452,344
621.00/622.00	Marina User Charges	120,064
623.00	Marina Operating Grants	101,409
620.00	Total Marina Revenue	\$221,473
699.20	Ad Valorem Taxes	50,745
600.00	TOTAL REVENUES	\$1,724,562

---

**(ENTITY NAME)**

**For Year Ended December 31, 19\_\_**

<u>EFF DATE</u>	<u>SUPERSEDES</u>	<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
1/1/95	1/1/93	UNCLASSIFIED PROPRIETARY	1	4	5	5

**THIS PAGE LEFT BLANK INTENTIONALLY.**



## SCHEDULE 05 - DETAIL OF EXPENSES AND OTHER USES

The purpose of this schedule is to report the expenses for each proprietary-type entity so that the State Auditor's Office can collect information about the total amounts expended by your government. Specific account numbers are required, and titles must describe the expense clearly.

### For Port Districts:

The level of detail should equal that shown in the BARS manual chart of accounts (Part 1, Chapter 6) to the third digit (BASUB level), except for the nonoperating revenues which should be shown to the fifth digit. A subtotal should be calculated after each operating function (second digit level). Please refer to the following example and blank format.

It is not necessary to type this schedule. It may be hand written (please print) or a computer printout with the required detail is acceptable.

This schedule may also be submitted on diskette (3½ or 5¼). When submitting by diskette, the schedule should include MCAG number (4 digits), BARS account numbers, and actual amounts expended.



---

**(ENTITY NAME)**

**For Year Ended December 31, 19\_\_**

<u>EFF DATE</u>	<u>SUPERSEDES</u>	<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
1/1/95	1/1/93	UNCLASSIFIED PROPRIETARY	1	4	5	9

**THIS PAGE LEFT BLANK INTENTIONALLY.**

**THIS PAGE LEFT BLANK INTENTIONALLY.**

**THIS PAGE LEFT BLANK INTENTIONALLY.**

## SCHEDULE 08 - REAL AND PERSONAL PROPERTY TAXES

This schedule is used to collect information about tax levies in all taxing districts in Washington State. The amounts reported by counties acting as collection agents are compared with the amounts reported by the recipient districts to verify the accuracy of reporting. It is also used to verify the amount of tax revenues reported on Schedule 04 (Detail of Revenues and Other Sources) ~~and the amount of taxes receivable shown on any balance sheets.~~

Districts should prepare this schedule from the monthly reports of county remittances. It is important to analyze the county reports for any netting, such as election costs. If the county has deducted any charges from its remittances, the district must show the expenditure separately and record the tax revenue at its full amount.

~~Districts should accrue as revenue the property tax collections received by the county.~~ County remittances that are in transit at the end of the year should be included on this schedule as "taxes collected" in the district reports.

Each tax-levying fund of the district should be shown separately.

This schedule may be submitted as a computer printout, so long as the required information is provided.

Column 1	Number of each fund for which taxes are levied.
Column 2	Name of each fund for which taxes are levied.
Column 3	Prior years' taxes receivable as of January 1 of report year. <del>Districts accruing tax revenue should report the receivable balance as stated by the county at December 31.</del>
Column 4	Indicate whether regular (R) or special (S) levy. Also indicate tax rate expressed in dollars per thousand dollars of assessed valuation (\$/1000) at 100 percent of fair market value.
Column 5	Taxes levied for report year collection.
Column 6	Report year collections of current and prior year levies. <del>Districts that provide a balance sheet should accrue the calendar year collections made by the county.</del>
Column 7	Tax adjustments (supplementals) which increase taxes receivable.
Column 8	Tax adjustments (cancellations) which decrease taxes receivable.
Column 9	Total taxes receivable as of December 31 of report year. <del>Districts accruing tax revenue should report the receivable balance as stated by the county at December 31.</del>

EFF DATE   SUPERSEDES  
1/1/93            1/1/92

BARS MANUAL:   VOL   PT   CH   PAGE  
UNCLASSIFIED PROPRIETARY    1    4    5    14



[illegible]

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/93	1/1/92

	<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY		1	4	5	15

Schedule 08  
Page \_\_\_\_ of \_\_\_\_

**SCHEDULE OF REAL AND PERSONAL PROPERTY TAXES (ALL TAX SUPPORTED FUNDS)**[illegible]

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>		<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY		1	4	5	16

## SCHEDULE 09 - LONG-TERM DEBT

This schedule provides information about the long-term debt of your government. Requests for this information are received more frequently than for any other statistical data collected by the State Auditor's Office. This schedule is also used to corroborate the amounts of long-term debt shown on any balance sheets and the amounts of debt service shown on operating statements.

For Schedule 09, there are 4 categories of debt: general debt, revenue debt, assessment debt, and refunded debt. A separate debt schedule should be prepared for each category of debt your government has. The appropriate category should be indicated at the top of each page of Schedule 09.

For this schedule, municipal debt is presented in "descending order" by the extent of liability the entity assumes. For example, the government as a whole assumes liability for general debt by pledging its full taxing authority to support this debt, as opposed to revenue warrants or revenue anticipation notes, for which one or more specific revenue sources are pledged, limiting the government's liability to those sources.

Any of these debt categories may contain numerous kinds of debt instruments. For example, general debt is not limited to general obligation bonds but can also contain bond anticipation notes, claims and judgments, installment sales contracts, lease-purchase agreements, etc. Classification depends on the level of liability assumed, not the type of debt instrument used.

As a practical matter, it is permissible to classify capital leases, including lease-purchase agreements, as "revenue debt" and to classify all other capital leases as general debt. The existence of a fiscal funding clause (which allows termination of a lease if revenue sources become inadequate) has no effect on the classification of a lease as general or revenue debt.

Assessment debt is distinguished by those whom it will benefit, namely, properties within a specific geographical area (i.e., a local improvement district or LID). The resources to pay assessment debt will come (at least partly) from assessments levied on the benefiting properties. These benefiting properties are called LIDs (local improvement districts), ULIDs (utility local improvement districts), and some other types such as sidewalk improvement districts.

Liability for deferred compensation and liability for employee leave must be included in the financial statements but is not to be included on Schedule 09. Detailed instructions for preparing Schedule 09 follow. There should be a separate schedule for general debt, revenue debt, special assessment debt, and refunded debt of the reporting entity.

This schedule may be submitted as a computer printout, so long as the required information is provided.

### CLASS IDENTIFYING NUMBER AND CLASS DESCRIPTION COLUMNS :

The numbers and class descriptions below must be used on Schedule 09. Typical debt instruments are listed within each category of debt. The first 3 digits of the identification numbers correspond to the BARS general ledger accounts, which contains detailed descriptions of these debt instruments.

**NOTE:** For Schedule 09, list all bonded debt at par. Include principal only on all debt. Do not include any interfund debt, or liabilities for deferred compensation or employee leave benefits. Generally, construction contracts are not considered debt except to the extent the contractor has performed. The current portion of long-term debt should be included, but the matured portion should not be included.

I.D. No.      GENERAL DEBT - Debt backed by the government's full taxing authority.

251.11	General Obligation Bonds for Capital Purposes - (no vote required)
251.12	General Obligation Bonds for Capital Purposes - (vote required)
251.15	General Obligation Bonds for Capital Purposes - Advance refunding - Defeasance method
251.16	General Obligation Bonds for Capital Purposes - Advance refunding - Crossover method
251.41	General Obligation Bonds for M and O Purposes - (no vote required)
251.42	General Obligation Bonds for M and O Purposes - (vote required)
251.45	General Obligation Bonds for M and O Purposes - Advance refunding - Defeasance method
251.46	General Obligation Bonds for M and O Purposes - Advance refunding - Crossover method
263.11	Claims and Judgments (long-term only)
263.51	Installment Sales Contracts
263.53	Lease Purchase Agreements
263.55	Other Capital Leases
263.61	Anticipation Notes & Warrants for Capital Purposes (including bond anticipation notes and tax anticipation notes)
263.64	Anticipation Notes & Warrants for M and O Purposes (including bond anticipation notes and tax anticipation notes.)
263.66	Other Notes Payable for Capital Purposes
263.68	Other Notes Payable for M and O Purposes
263.81	Due to Other Governmental Units for Capital Purposes (Long-term debt only. An example is the amount due to the state retirement system for pension systems prior to PERS and LEOFF)
263.84	Due to Other Governmental Units for M and O Purposes (Long-term only)
263.91	Miscellaneous Long-term General Debt for Capital Purposes
263.94	Miscellaneous Long-term General Debt for M and O Purposes

I.D. No.      REVENUE DEBT - Debt backed by specific revenue sources.

252.11	Revenue Bonds for Capital Purposes - (no vote required)
252.12	Revenue Bonds for Capital Purposes - (vote required)
252.15	Revenue Bonds for Capital Purposes - Advance refunding - Defeasance method
252.16	Revenue Bonds for Capital Purposes - Advance refunding - Crossover method
252.41	Revenue Bonds for M and O Purposes - (no vote required)
252.42	Revenue Bonds for M and O Purposes - (vote required)
252.45	Revenue Bonds for M and O Purposes - Advance refunding - Defeasance method
252.46	Revenue Bonds for M and O Purposes - Advance refunding - Crossover method
263.12	Claims and Judgments (long-term only)
263.41	Revenue Warrants (Coupon warrants) for Capital Purposes
263.44	Revenue Warrants (Coupon warrants) for M and O Purposes
263.52	Installment Sales Contracts
263.54	Lease Purchase Agreements
263.56	Other Capital Leases
263.62	Anticipation Notes & Warrants for Capital Purposes (including bond anticipation notes and tax anticipation notes)
263.65	Anticipation Notes & Warrants for M and O Purposes (including bond anticipation notes and tax anticipation notes.)
263.67	Other Notes Payable for Capital Purposes
263.69	Other Notes Payable for M and O Purposes
263.82	Due to Other Governmental Units for Capital Purposes (Long-term only)
263.85	Due to Other Governmental Units for M and O Purposes (Long-term only)
263.92	Miscellaneous Long-term Revenue Debt for Capital Purposes
263.95	Miscellaneous Long-term Revenue Debt for M and O Purposes

NOTE:      M and O refers to Maintenance and Operation.

I.D. No.      REFUNDED DEBT

251.90      General Obligation Bonds - Advance refunded  
252.90      Revenue Bond - Advance refunded  
263.90      Special Assessment Bonds - Advance refunded

PURPOSE - Fill in this column with the BARS code(s) or description reflecting the purpose(s) for which the debt proceeds were spent (for example, vehicles or equipment or a warehouse). Use debt service as purpose only for refunding issues. If a refunding issue is partly refinancing and partly new financing, show both purposes. Refunded debt should continue to show the original purpose of the issue. If the purpose is not known, leave this column blank.

DATE OF ISSUE; DATE OF FINAL MATURITY AND INTEREST RATE(S)

These columns are self-explanatory.

AMOUNT ORIGINALLY ISSUED - This column should include the total amount of debt that was issued. Normally this amount will be the same as the amount authorized. However, if a note or bond issue allows for additional borrowing, the amount in this column should reflect the maximum amount issued or borrowed to date (see "AMOUNT ISSUED" below).

BEGINNING OUTSTANDING DEBT - This column should include the amount of debt that was owed at the beginning of this period.

AMOUNT ISSUED - In this column report the entire amount of any new debt or any additional debt issued (or borrowed) during the period. For example, assume a G.O. bond authorized in the previous year at \$5,000,000, with \$4,000,000 issued that year and an additional \$500,000 issued in the report year. Under these circumstances, this column should show \$500,000 and the "Amount Originally Issued" column should show \$4,500,000.

AMOUNT REDEEMED THIS PERIOD - In this column, report the amount of debt that was paid this period.

ENDING OUTSTANDING DEBT - In this column, report the amount of debt that is owed at the end of this period.

Ending outstanding debt, column d, is calculated by adding the amounts in columns a and b and subtracting redeemed debt in column c ( $a + b - c = d$ ).

Total the last 5 columns for each debt type.

The following pages show examples of debt schedules, including a blank schedule for your use.

EFF DATE   SUPERSEDES  
1/1/93            1/1/92

BARS MANUAL:   VOL   PT   CH   PAGE  
UNCLASSIFIED PROPRIETARY    1    4    5    20



EFF DATE   SUPERSEDES  
1/1/93            1/1/92

BARS MANUAL:   VOL   PT   CH   PAGE  
UNCLASSIFIED PROPRIETARY    1    4    5    21

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/93	1/1/92

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	5	22



PORT OF SAMPLE  
**(ENTITY NAME)**

☐ GO Debt  
☒ Revenue Debt

\_\_ Assessment Debt

## SCHEDULE OF LONG-TERM DEBT

—Refunded Debt

**For Year Ended December 31, 19\_\_**

[illegible]

MCAG NO. \_\_\_\_\_

Schedule 09  
Page \_\_\_\_ of \_\_\_\_

**(ENTITY NAME)**

\_\_\_ GO Debt  
\_\_\_ Revenue Debt

\_\_\_ Assessment Debt

## SCHEDULE OF LONG-TERM DEBT

\_\_\_\_ Refunded Debt

For Year Ended December 31, 19\_\_

[illegible]

## SCHEDULE 16 - FINANCIAL ASSISTANCE

The Schedule of Financial Assistance is an essential document for planning and conducting the audit of your organization. It also serves to provide assurance to those agencies who provided financial assistance to you that their programs or grants were included in the audit. Great care should be exercised in the preparation of this schedule to insure that it is accurate and complete. Any program or grant omitted from this schedule will be considered unaudited.

This schedule should be prepared on the same basis of accounting as the financial statements.

Prepare a separate schedule for each category of assistance listed on the schedule form.

Title Choose FEDERAL or STATE according to the information reported on the schedule. For example, SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE or SCHEDULE OF STATE FINANCIAL ASSISTANCE.

Number 1 Include on this schedule only federal awards, grants, loans, shared revenues, and other financial assistance received directly from a federal agency or indirectly through a state agency or local government. Most federal financial assistance received indirectly is a mix of federal and state or local moneys. List only the federal share on this schedule. List the state or local portion on a separate schedule. If the state or local portion cannot be identified, list the entire amount on this schedule and include a note in the Notes to the Schedule of Financial Assistance describing the commingled nature of the funds.

Please list all financial assistance received from the same federal agency together (i.e., all DOT awards, etc.) with assistance received directly shown first followed by assistance received indirectly. Provide subtotals for like Catalog of Federal Domestic Assistance (CFDA) numbers and for both assistance received directly and assistance received indirectly, with a total for each federal agency. (See example).

Number 2 List on this schedule only grants received from state agencies or other local governments. Include the state or local portion of any grant which provides both state or local assistance and indirect federal assistance (see 1/ above). State shared revenues, apportionments, and entitlements do not need to be included on this schedule. Note: For further description of BARS resource accounts, refer to Part 1, Chapter 5.

Column 1 Provide the name of the grantor agency or organization followed by the name of each program for that agency. Please clearly distinguish between federal agencies and state agencies with similar names or initials.

Column 2 Use this column to report the seven digit BARS revenue code describing the type of financial assistance received. For further information, refer to Part 1, Chapter 4.

Column 3 This is a five digit (XX.XXX) identification number from the Catalog of Federal Domestic Assistance. This number must be supplied for all federal awards received either directly from a federal agency or indirectly through a state agency or local government. (Pass-through awards).

Indicate major programs as defined in OMB Circular A-128 with an asterisk (\*) to the right of the CFDA number. "Major Federal assistance program" means any program for which federal expenses during the applicable time exceeded the larger of \$300,000, or 3 percent of such total expenses.

Every effort should be made to obtain CFDA numbers. If the number is not on the award or contract, contact the granting agency and request the number. If they indicate this is a new program for which a CFDA number has not yet been assigned, present the program as "Other Federal Financial Assistance" and leave this column blank.

- Column 4 Use this column to report grant or award numbers as signed by federal or state agencies, in addition to the CFDA numbers.
- Column 5 Use this column to report the total grant award amount, including amendments, as of the end of the current year.
- Column 6 Use this column to report the balance remaining for the grant as of the beginning of the current year. This will be the "Balance at Year-End" amount in the prior year. Use of this column indicates the grant began in a prior year.
- Column 7 Use this column to record new awards and amendments made to awards in the current year.
- Column 8 Use this column to report the current year grant revenues. These figures should agree with the amounts recorded in BARS revenue codes for federal or state grants.
- Column 9 Use this column to report the current year grant expenses.
- Column 10 Use this column to report the unclaimed balance remaining for the grant as of the end of the current year. This amount should be:

\$X,XXX Balance at Beginning of Current Year

+<> XXX Plus or minus Current Year Awards and Amendments

<XXX> Less Current Year Expenses

---

\$X,XXX Balance at Year-End  
(amount available to carry forward)

---

Note: Some grants terminate at a given date regardless of whether the entire award has been spent. When there is no carryover provision for the unexpended amounts report the Balance at Year-End as not applicable (N/A).

Include the following NOTES TO THE SCHEDULE OF FINANCIAL ASSISTANCE either as an attachment to the schedule or on the face of the schedule (if space permits). The NOTES should disclose the basis of accounting, definitions of abbreviations and any other information that might be needed by the users.

---

## NOTES TO THE SCHEDULE OF FINANCIAL ASSISTANCE

### NOTE 1 - BASIS OF ACCOUNTING

The Schedule of Financial Assistance is prepared on the same basis of accounting as the (district's) financial statements. The (district) uses the (describe the basis of accounting used by the district).

### NOTE 2 - MAJOR PROGRAMS

The asterisk (\*) to the right of a CFDA number identifies the grant as a major federal program as defined by OMB Circular A-128.

### NOTE 3 - NOT APPLICABLE (N/A)

The award balance at the end of the year is shown as "N/A" when, even though all funds were not spent, the grant period has elapsed with no provision to carryover the grant into the next fiscal period. Since the grant has terminated, there is no award balance available.

### NOTE 4 - PROGRAM COSTS

The amounts shown as current year expenses represent only (state/federal) portion of the program costs. Actual program costs, including the (district's) portion, may be more than shown.



EFF DATE   SUPERSEDES  
1/1/95        1/1/94

BARS MANUAL:   VOL   PT   CH   PAGE  
UNCLASSIFIED PROPRIETARY    1    4    5    26

MCAG NO. \_\_\_\_\_

\_\_\_\_\_  
(ENTITY NAME)

Schedule 16

SCHEDULE OF (FEDERAL / STATE) FINANCIAL ASSISTANCE

For The Year Ended December 31, 19\_\_

TYPE OF FINANCIAL ASSISTANCE REPORTED ON THIS PAGE (Report Only One Type On Each Page).

☐ Federal Assistance Received Directly From A Federal Agency Or Indirectly Through A State Agency Or Other Local Government (See instruction 1)

☐ Governmental Assistance Received From State Agencies Or Local Governments (See instruction 2)

1	2	3	4	5	6	7	8	9	10
Grantor/ Pass-Through Grantor Program Title	BARS Account Number	Federal CFDA Number	Other Identification Number	Total Award Amount	Balance At Beginning Of Current Year	Current Year Awards And Amendments	Current Year Revenues	Current Year Expenditures	Award Balance At Year-End

*The Accompanying Notes To The Schedule Of Federal Financial Assistance Are An Integral Part Of This Schedule*

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/93

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	5	27

MCAG NO. \_\_\_\_

PORT OF SAMPLE, WASHINGTON  
SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE  
For The Year Ended December 31, 19\_\_

Schedule 16

TYPE OF FINANCIAL ASSISTANCE REPORTED ON THIS PAGE (Report Only One Type On Each Page).

☒ Federal Assistance Received Directly From a Federal Agency or Indirectly Through a State Agency or other Local Government  
☐ Governmental Assistance Received From State Agencies or Local Governments

Grantor/ Pass-Through Grantor Program Title	BARS Account Number	Federal CFDA Number	Other Identification Number	Total Award Amount	Balance at Beginning of Current Year	Current Year Awards and Amendments	Current Year Revenues	Current Year Expenses	Award Balance at Year-End
U.S. Dept of Transportation Direct Programs:									
Airport Improvement Program	613.20.10	20.106*	3.52.0156-09	\$525,000	\$ 0	\$525,000	\$515,000	\$515,000	N/A
Passed-through State Dept of Transportation:									
Aviation Research	613.20.10	20.205	90-145-018	325,000	\$135,500	55,000	150,000	\$150,000	\$40,500
<u>Total Department of Transportation</u>					<u>\$135,500</u>	<u>\$580,000</u>	<u>\$665,000</u>	<u>\$665,000</u>	<u>\$40,500</u>
TOTAL FEDERAL ASSISTANCE					<u>\$135,500</u>	<u>\$580,000</u>	<u>\$665,000</u>	<u>\$665,000</u>	<u>\$40,500</u>

The Accompanying Notes To The Schedule Of Financial Assistance Are An Integral Part Of This Schedule.

## SCHEDULE 19 - LABOR RELATIONS CONSULTANT(S)

The 1993 Legislature has required the State Auditor's Office to collect information regarding the role labor relations consultants play in local governments. This reporting requirement is found in RCW 43.09.230, as amended by the 1993 Legislature. The statute provides that "the legislature finds and declares that the use of outside consultants is an increasing element in public sector labor relations. The public has a right to be kept informed about the role of outside consultants in public sector labor relations. The purpose of this act is to help ensure that public information is available."

*Labor relations* is a broad spectrum of activities which concern the relationship of employees as a group with the local government as employer. It includes employee representation issues, negotiation of contracts, and preparation and conduct of interest arbitrations.

A *labor relations consultant* is someone who agrees to perform such services for compensation. For example, a labor relations consultant includes an attorney or other professional engaged by the local government to negotiate a collective bargaining agreement. It would not include a firm engaged to establish a personnel manual or to prescreen job applicants. The determining factor is the substance of services the consultant has been engaged to perform.

This schedule is used to identify expenses for labor relations consultants: Disclosure should include identification of each consultant and the terms and conditions of each agreement.

The schedule is required to be filed with the State Auditor's Office whether or not your local government has labor relations consultants. Prepare a schedule for each consultant. Alternative formats are acceptable, including spreadsheets, as long as the required information is provided.

\_\_\_\_\_  
(ENTITY NAME)**SCHEDULE OF LABOR RELATIONS CONSULTANT(S)****For the Year Ended** \_\_\_\_\_

Has your government engaged labor relations consultants? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide the following information for each consultant(s):

Name Of Firm
Name Of Consultant
Business Address
Amount Paid To Consultant During Fiscal Year
Terms And Conditions, As Applicable, Including: Rates (E.G., Hourly, Etc.) _____ Maximum Compensation Allowed _____ Duration Of Services _____ Services Provided _____ _____

Certified Correct this _____ day of _____, 19____ to the best of my knowledge and belief:
Signature
Name
Title

**THIS PAGE LEFT BLANK INTENTIONALLY.**

REPORTING SECTION  
NOTES TO FINANCIAL STATEMENTS

GENERAL INSTRUCTIONS

Certain note disclosures are considered essential to fair presentation of financial statements.

The notes which follow are designed to illustrate the disclosures required for many unclassified local governments. They are intended to furnish you with ways of phrasing the disclosures you will need to make. The SAMPLE TEXT pages contain the most common version of a note, the one that your government is most likely to need to use. The NOTES TO PREPARER pages contain instructions and comments on the SAMPLE TEXT and illustrate variant notes you may need to use. Both the SAMPLE TEXT and NOTES TO PREPARER contain material in parentheses that requires you to decide whether to include that material or to decide which item within the parentheses applies in your case. Your notes must reflect your accounting policies and must include disclosure in the areas listed as they relate to your entity's financial position. Be sure to delete the notes that do not apply and to add others that we did not think of but that are needed to help a reader understand your financial statements.

Once you have edited these notes so that they provide the necessary information about your government, you should type them on ordinary bond paper and attach them to the financial statements. When you are typing the final version of your notes, many of the separate paragraphs can be combined. All notes should be grouped in a single location immediately behind the financial statements.

Finally, review your financial statements to make sure that each page contains a reference to these notes.



REPORTING SECTION  
NOTES TO FINANCIAL STATEMENTS

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/93	1/1/92

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	2

REPORTING SECTION  
NOTES TO FINANCIAL STATEMENTS

Table of Contents

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES .....	5
A. Reporting Entity .....	5
B. Basis of Accounting And Presentation .....	7
C. Assets, Liabilities, And Equities .....	9
NOTE 2 - DEPOSITS AND INVESTMENTS .....	15
NOTE 3 - PROPERTY TAXES .....	17
NOTE 4 - INTERGOVERNMENTAL GRANTS AND ENTITLEMENTS .....	19
NOTE 5 - FIXED ASSETS .....	21
NOTE 6 - CONSTRUCTION IN PROGRESS .....	23
NOTE 7 - PENSION PLANS .....	25
NOTE 8 - DEFERRED COMPENSATION PLAN .....	27
NOTE 9 - RISK FINANCING .....	29
A. General .....	29
B. Unpaid Claims Liabilities .....	33
C. Risk Management .....	35
NOTE 10 - SHORT-TERM DEBT .....	37
NOTE 11 - LONG-TERM DEBT AND CAPITAL LEASES .....	39
NOTE 12 - CONTINGENCIES AND LITIGATION .....	41
NOTE 13 - COMMITMENTS .....	43
NOTE 14 - OTHER DISCLOSURES .....	45
A. Related Party Transactions .....	45
B. Subsequent Events .....	45

REPORTING SECTION  
NOTES TO FINANCIAL STATEMENTS

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/92

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	4

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1    NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

2    The (official name of your government) was incorporated on (date) and operates under the laws of the state  
3    of Washington applicable to a (type of government).

4    A.     Reporting Entity

5         The (district) is a special purpose government and provides (list major types of services) to  
6         the general public and is supported primarily through user charges (or where the governing body has  
7         decided that periodic determination of net income is needed).

8         The following is a summary of the more significant policies, including identification of those policies  
9         which result in material departures from generally accepted accounting principles.

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/92

	<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	6	

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1     B.     Basis Of Accounting And Presentation

2           The accounting records of the (district) are maintained in accordance with methods prescribed by  
3           the State Auditor under the authority of Chapter 43.09 RCW. The (district) uses the Budgeting,  
4           Accounting, and Reporting System (or the Uniform System of Accounts) for Unclassified Port  
5           Districts In the State of Washington.

6           The accounts of the (district) are maintained on the basis of funds (, each of which is considered a  
7           separate accounting entity). For reporting purposes, the activities of all the (district) 's funds are  
8           combined.

9           The (district) uses the cash basis of accounting where revenues are recognized only when received  
10          in cash, rather than when earned, and expenses are recognized when (warrants/checks) are issued ,  
11          rather than when expenses are incurred. No fixed asset purchases are capitalized and no depreciation  
12          expense is recorded. Interest on debt is recognized when paid, debt retirement is recorded as a n  
13          expenditure, and inventory is expensed when purchased rather than consumed.

14          (The \_\_\_\_\_ county treasurer is the custodian of the district's cash and temporar y  
15          investments.) At December 31, 19\_\_\_\_, the (county) treasurer was holding \$ \_\_\_\_\_ in  
16          temporary investments for the district.

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1 C. Assets And Liabilities

2 1. Cash and Cash Equivalents

3 It is the (district) 's policy to invest all temporary cash surpluses. At December 31, 199\_\_,  
4 the treasurer was holding \$ \_\_\_\_\_ in short-term residual investments of surplus  
5 cash. This amount is classified on the statement of revenues and expenses arising from cash  
6 transactions as net cash and investments.

7 The amounts reported as net cash and investments also include compensating balances  
8 maintained with certain banks in lieu of payments for services rendered. The average  
9 compensating balances maintained during (year) were approximately \$ \_\_\_\_\_.



NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/93	1/1/92

<u>BARS MANUAL:</u>		<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY		1	4	6	10

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

- 1                    2.     (Receivables
- 2                             These accounts include amounts due to or from other governments for grants, entitlements,
- 3                             temporary loans, taxes and charges for services.)
- 4                             (Special assessments are recorded in special assessment registers when levied).
- 5                    3.     (Inventories
- 6                             Inventories are valued by the (FIFO/LIFO/weighted average) method (which approximates
- 7                             the market value)).
- 8                    4.     (Restricted Assets and Liabilities
- 9                             In accordance with bond resolutions (and certain related agreements), separate restricted
- 10                            accounts are required to be established.
- 11                            These accounts (assets) contain resources for construction and debt service (including current
- 12                            and delinquent special assessments receivable). Specific debt service reserve requirements
- 13                            are described in Note (Long-Term Debt Note #).
- 14                    5.     Fixed Assets See Note (Fixed Assets Note #).

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/92

<u>BARS MANUAL:</u>		<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY		1	4	6	12

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

- 1           6.     Compensated Absences
- 2                 Vacation pay may be accumulated up to (maximum days or weeks per year) and is
- 3                 payable upon resignation, retirement, or death. The (district's) liability for accumulated
- 4                 unused vacation on December 31, 19\_\_ was \$\_\_\_\_.
- 5                 Sick leave may accumulate (indefinitely/up to \_\_\_\_ hours). (See Notes to Preparer)
- 6           7.     Long-Term Debt See Note (Long-Term Debt Note No.).

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/92

	<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	14	

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

NOTE 2 - DEPOSITS AND INVESTMENTS

As required by state law, all deposits and investments of the (district)'s funds (except as noted below) are obligations of the U.S. Government, (the State Treasurer's Investment Pool,) (bankers' acceptances,) or deposits with Washington State banks and savings and loan institutions.

The (district)'s deposits and certificates of deposits are entirely covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

The (district)'s investments are categorized to give an indication of the risk assumed at year-end. Category 1 includes investments that are either insured, registered or held by the (district) or its agent in the (district)'s name. Category 2 includes uninsured and unregistered investments which are held by the brokers or dealer's trust department or agent in the (district)'s name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or its trust department or agent, but not in the (district)'s name.

		<u>1</u>	Category <u>2</u>	<u>3</u>	<u>Carrying</u> <u>Amount</u>	<u>Market</u> <u>Value</u>
Repurchase Agreements	\$		\$	\$	\$	\$
U.S. Government Securities						
Bankers' Acceptances						
Total	\$		\$	\$		
Investment in State Treasurer's Investment Pool						
Investment in Deferred Compensation						
Other Property						
Total Investments					\$	\$

Management intends to hold the time deposits and securities until maturity. Other property consists of real estate held (for the production of (rental) income/(and) for future use.).

Derivatives and Similar Transactions

(No SAMPLE TEXT is provided because the circumstances will be unique in each case. See Notes to Preparer.)

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/95	1/1/94

	<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	16	

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

NOTE 3 - PROPERTY TAXES

The county treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Collections are distributed (at/after) the end of each month to the (district) by the county treasurer. A revaluation of all property is required every four years.

Property Tax Calendar

January 1	Taxes are levied and become an enforceable lien against properties.
February 14	Tax bills are mailed.
April 30	First of two equal installment payments is due.
May 31	Assessed value of property established for next year's levy at 100 percent of market value.
October 31	Second installment is due.

Property taxes are recorded as revenues when cash is collected. No allowance for uncollectible taxes is established because delinquent taxes are considered fully collectible. (State law allows for the sale of property for failure to pay taxes.)

The (district) may levy up to \$ \_\_\_\_\_ per \$1,000 of assessed valuation for general governmental services. This amount may be reduced for any of the following three reasons:

- a. Washington State law in RCW 84.55.010 limits the growth of regular property taxes to 6 percent per year, after adjustments for new construction. If the assessed valuation increases by more than 6 percent due to revaluation, the levy rate will be decreased.
- b. The Washington State Constitution limits the total regular property taxes to 1 percent of assessed valuation or \$10 per \$1,000 of value. If the taxes of all districts exceed this amount, each is proportionately reduced until the total is at or below the 1 percent limit.
- c. The district may voluntarily levy taxes below the legal limit.

The (district)'s regular levy for (year) was \$ \_\_\_\_\_ per \$1,000 on an assessed valuation of \$ \_\_\_\_\_ (billion/million) for a total regular levy of \$ \_\_\_\_\_. In (prior year), the regular tax levy was \$ \_\_\_\_\_.



NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	18

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1 NOTE 4 - INTERGOVERNMENTAL GRANTS AND ENTITLEMENTS

2 The accompanying Schedule of Financial Assistance provides a listing of all federal (and) state (and interlocal)  
3 assistance programs in which the (district) participates and summarizes the (district)'s grant transactions  
4 for 19\_\_.

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	20

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1 NOTE 5 - FIXED ASSETS

2 Major expenses for fixed assets, including capital leases and major repairs that increase useful lives, are  
3 recorded as expenses when purchased. Maintenance, repairs, and minor renewals are accounted for as expenses  
4 when paid. (Obligations under capital leases are disclosed in Note (Long-Term Debt Note No.)).

5 No fixed assets are capitalized and no depreciation expense is recorded which is a departure from generally  
6 accepted accounting principles (GAAP).

7 All fixed assets are valued at historical cost (or estimated historical cost, where historical cost is not known/or  
8 estimated market value for donated assets. (Donations by developers [and customers] are recorded at the  
9 contract price or donor cost or appraised value).

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/92

	<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	22	

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1 NOTE 6 - CONSTRUCTION IN PROGRESS

- 2 Construction in progress represents expenses to date on projects for wh ich authorizations total \$\_\_\_\_\_.
- 3 Of the committed balance of \$\_\_\_\_\_ the (district) will be required to raise \$\_\_\_\_\_ in
- 4 future financing.

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	24

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

NOTE 7 - PENSION PLANS

Substantially all of the (district) 's full-time and qualifying part-time employees participate in the Public Employee's Retirement System (PERS). This is a statewide local government retirement system administered by the Department of Retirement Systems, under cost-sharing multiple-employer public employee retirement systems. Actuarial information is on a system-wide basis and is not considered pertinent to the (district) 's financial statements. Contributions to the systems by both employee and employer are based upon gross wages covered by plan benefits.

a. Public Employees' Retirement System (PERS)

The (district) 's contribution, \_\_\_\_\* percent for Plan I and \_\_\_\_\* for Plan II of covered payroll, for the year ending December 19\_\_\_\_\* of \$\_\_\_\_\_\* represents its full liability under the system, except that future rates may be adjusted to meet the system needs.

Historical trend information showing each system's progress in accumulating sufficient assets to pay benefits when due is presented in the state of Washington's *Comprehensive Annual Financial Report* .

State of Washington  
Office of Financial Management  
300 Insurance Building  
P.O. Box 3113  
Olympia, WA 98504-0201



NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/95	1/1/94

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	26

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

NOTE 8 - DEFERRED COMPENSATION PLAN

The (district) offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. This plan is with (independent plan administrator/governmental entity). The plan, available to (all/eligible) employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

Compensation deferred under the plan and all income attributable to the plan are solely the property of the (district). The (district)'s rights to this property are subject only to the claims of the (district)'s general creditors until paid to the employee or other beneficiary and are not restricted to the benefit provisions under the plan.

(It is the opinion of the (district)'s legal counsel that) the (district) has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. The (district) believes that it is highly unlikely that it will use the assets to satisfy the claims of general creditors in the future.

(Of the \$\_\_\_\_\_ in the plan at December 31, 19\_\_\_\_, \$\_\_\_\_\_ was applicable to the (district) while the remaining \$\_\_\_\_\_ represents the assets of other jurisdictions participating in the plan. Deferred compensation plan investments are recorded at market value, along with the corresponding liability, in the (name) agency fund.)

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	28

## NOTE 9A - GENERAL

The \_\_\_\_\_ (entity type) is a member of the \_\_\_\_\_ (public entity risk pool name) (Pool). Chapter 48.62 RCW authorizes the governing body of any one or more governmental entities to form together into or join a pool or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services to the same extent that they may individually purchase insurance, self-insure, or hire or contract for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The Pool was formed on \_\_\_\_\_ (date), \_\_\_\_\_ when \_\_\_\_\_ (entity type)'s in the State of Washington joined together by signing an Interlocal Governmental Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. (Number of participating members) \_\_\_\_\_ (entity type)s have joined the Pool.

The Pool allows members to \_\_\_\_\_ (state purposes: i.e.; jointly purchase insurance coverage, establish a plan of self-insurance, and provide related services, such as risk management, etc.). \_\_\_\_\_ (state type of policy coverage: i.e.; Coverage for public official liability is on a "claims made basis". All other coverages are on an "occurrence" basis.) The Pool provides the following forms of group purchased insurance coverage for its members: \_\_\_\_\_ (list by type of policy: i.e.; property, liability, vehicle, other mobile equipment, electronic data processing equipment, bonds of various types, excess liability, public official liability, and machinery breakdown, etc.).

Members make an annual contribution to fund the Pool. The Pool acquires insurance from unrelated underwriters that are subject to a per occurrence deductible of \$25,000. Members are responsible for the first \$1,000 of the deductible amount of each claim, while the Pool is responsible for the remaining \$24,000. Insurance carriers cover all losses over \$25,000 to the maximum limits of each policy. Since the Pool is a cooperative program, there is a joint liability among the participating members.

Each new member pays the Pool an admittance fee. This amount covers the member's share of organizational expenses and the cost of analyzing their loss data and risk profile. Members contract to remain in the Pool for a minimum of   (number)   years, and must give notice   (number)   year before terminating participation. The Interlocal Governmental Agreement is renewed automatically each year after the initial   (number)   year period. Even after termination, a member is still responsible for contributions to the Pool for any unresolved, unreported, and in-process claims for the period they were a signatory to the Interlocal Governmental Agreement.

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

EFF DATE   SUPERSEDES  
1/1/92        NONE

BARS MANUAL:   VOL   PT   CH   PAGE  
UNCLASSIFIED PROPRIETARY    1    4    6    30

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

The Pool is fully funded by its member participants. Claims are filed by members with \_\_\_\_\_(name of third party administrator, if appropriate) which has been contracted to perform claims adjustment, loss prevention, and property appraisal services for the Pool. Fees paid to the third party administrator under this arrangement for the years ended December 31, 19X8 and 19X7 were \$\_\_\_\_\_ and \$\_\_\_\_\_, respectively, which included fees for appraisal services. For 19X9, the Pool has contracted with the third party administrator to perform claims adjustment and loss prevention services for \$\_\_\_\_\_.

The Pool is governed by a Board of Directors which is comprised of one designated representative from each participating member. An Executive Committee is elected at the annual meeting, and is responsible for conducting the business affairs of the Pool.

Alternative No. 2, Description of the Fund.

The Public Insurance Fund (Fund) was organized in October 19X7 to provide a program of property and casualty and employee health and accident coverage for its member organizations. In accordance with Local Law XX-123(a), all political subdivisions in the State of "A" are eligible to participate. The program's general objectives are to formulate, develop, and administer, on behalf of the member political subdivisions, a program of insurance, to obtain lower costs for that coverage, and to develop a comprehensive loss control program. Political subdivisions joining the Fund must remain members for a minimum of three years; a member may withdraw from the Fund after that time by giving six months' notice. Subdivisions applying for membership in the Fund may do so on approval of two-thirds vote of the board of the Fund. Fund underwriting and rate-setting policies have been established after consultation with actuaries. Fund members are not subject to a supplemental assessment in the event of deficiencies. Annual premium increases are limited to 20% of the prior years' premium. If the assets of the Fund were to be exhausted, members would not be responsible for the Fund's liabilities. Fund members currently include 9 cities with populations ranging from 60,000 to 140,000 and 4 counties with populations ranging from 90,000 to 120,000.)

Alternative No. 3, Description of the Organization.

The Convenience Fund (Fund) was formed in 19X2 under a joint powers agreement in accordance with Section 75 of the State of "A" Government Code. The agreement is to provide a cooperative program of group funding and risk management of property and casualty, workers' compensation, and employee health and medical claims for the employees of the Cities of "X", "Y", and "Z". The Fund is not intended to function as an insurance company for the cities. Rather, it is a means of combining the administration of claims and of obtaining lower insurance rates. Although premiums billed to the cities are determined on an actuarial basis, ultimate liability for claims remains with the respective cities and, accordingly, the insurance risks are not transferred to the Fund.)

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	32

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

NOTE 9B - UNPAID CLAIMS LIABILITIES

As discussed in Note \_\_\_\_, the pool establishes a liability for both reported and unreported insured events , which includes estimates of both future payments of losses and related claim adjustment expenses. The following represents changes in those aggregate liabilities for the pool during the past two years:

	<u>19X8</u>	<u>19X7</u>
	(In Thousands)	
Unpaid claims and claim adjustment expenses at beginning of year	\$1,421	\$1,189
Incurred claims and claim adjustment expenses:		
Provision for insured events of the current year	1,282	900
Increases in provision for insured events of prior years	<u>649</u>	<u>540</u>
Total incurred claims and claim adjustment expenses	<u>1,931</u>	<u>1,440</u>
Payments:		
Claims and claim adjustment expenses attributable to insured events of the current year	641	450
Claims and claim adjustment expenses attributable to insured events of prior years	<u>904</u>	<u>758</u>
Total payments	<u>1,545</u>	<u>1,208</u>
Total unpaid claims and claim adjustment expenses at end of the year	\$1,807	\$1,421
	=====	=====

At December 31, 19X8, \$\_\_\_\_\_ of unpaid claims and claim adjustment expenses are presented at their net present value of \$\_\_\_\_\_. These claims are discounted at annual rates ranging from 8.5 to 11.0 percent. Unpaid claims expenses of \$\_\_\_\_\_ are not reported in the December 31, 19X8 year-end balances because the pool has purchased annuities in claimants' names to settle those claims.



NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1    NOTE 9C - RISK MANAGEMENT

2    The (district) maintains insurance against most normal hazards except for (identify categories of risk for  
3    which your government is self-insured, such as unemployment insurance, general liability and/or workers '  
4    compensation) where it has elected to become (partially) self-insured. (Self-insurance is in effect for losses up  
5    to \$\_\_\_\_\_ per occurrence, and those in excess of the aggregate stop-loss of \$\_\_\_\_\_, are insured  
6    by private insurance companies).

7    Claims are processed by independent claims managers. Based on the claims managers' estimates, th e  
8    (district)'s estimated liability for probable losses at December 31, 19\_\_ was as follows:

9	Unemployment:	\$ _____
10	Workers' Compensation:	\$ _____

11   The (district) is required by the State to set aside, for protection to the Workers' Compensation Fund ,  
12   \$100,000 in cash reserves, plus an additional \$ \_\_\_\_\_ in escrow. General liability insurance reserves  
13   at December 31, 19\_\_, were \$\_\_\_\_\_.

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	36

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1    NOTE 10 - SHORT-TERM DEBT

2    Short-term debt at December 31, 19 \_\_ consisted of the following:

3	Amount	Source of	Final	Interest	Amount
4	<u>Incurred</u>	<u>Repayment</u>	<u>Maturity</u>	<u>Rate (s)</u>	<u>Outstanding</u>
5	\$ _____	_____	_____	_____	\$ _____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	\$ _____
Total Short-term Debt					\$ _____

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	38

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

NOTE 11 - LONG-TERM DEBT AND CAPITAL LEASES

A. Long-Term Debt

The accompanying Schedule of Long-Term Debt provides a listing of the outstanding debt of the (district) and summarizes the (district)'s debt transactions for 19\_\_. The annual requirements to amortize outstanding debt, including interest and capital lease payments, are as follows:

		<u>General Obligation Bonded Debt</u>	<u>General Obligation Other Debt</u>	<u>Revenue Bonded Debt</u>	<u>Revenue Other Debt</u>	<u>Total Debt</u>
19__	\$		\$	\$	\$	\$
19__						
19__						
19__						
19__						
19__ to						
19__						
TOTALS	\$		\$	\$	\$	\$

At December 31, 19\_\_, restricted assets contain \$ \_\_\_\_\_ in sinking funds and reserves as required by bond indentures.

(There are a number of limitations and restrictions contained in the various bond indentures. The (district) is in compliance with all significant limitations and restrictions.)

(Debt service on refunded bonds included in Schedule 09 is met by cash and investments held by the refunding trustee(s). As of December 31, 19\_\_, the trustee(s) was (were) holding cash and investments of \$ \_\_\_\_\_ which are expected to fund debt service fully. These refunded bonds constitute a contingent liability of the district.)

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/92

	<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	40	

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1    NOTE 12 - CONTINGENCIES AND LITIGATION

2    In the opinion of management, the (district) 's (insurance policies and/or self-insurance reserves) are adequate  
3    to pay all known or pending claims.

4    As discussed in Note (Long-term Debt Note # ), the (district) is contingently liable for repayment of  
5    refunded debt.

6    The (district) participates in a number of federal- and state-assisted programs. These grants are subject to  
7    audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor  
8    agencies for expenditures disallowed under the terms of the grants. (Other than the instances described above,)   
9    (district) management believes that such disallowances, if any, will be immaterial.



NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	42

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1    NOTE 13 - COMMITMENTS

2    The (district) does not capitalize equipment and facilities obtained by lease purchase or financing lease  
3    agreements. The liability for these leases and annual amortization requirements are disclosed in (Long-Term  
4    Debt Note No.). In addition, the (district) has rented (equipment and property) under operating leases for  
5    various periods. Minimum annual rental payments for all operating leases having noncancellable terms  
6    exceeding one year are as follows:

		<u>Facilities</u>	<u>Equipment</u>	<u>Total</u>
7	19__	\$	\$	\$
8	19__			
9	19__			
10	19__			
11	19__			
12	Thereafter	_____	_____	_____
13	TOTALS	\$ <u>          </u>	\$ <u>          </u>	\$ <u>          </u>

14    Total rent expense for the years ended December 31, 19\_\_ (and 19\_\_), was \$ \_\_\_\_\_ (and  
15    \$ \_\_\_\_\_, respectively.)

16    Construction commitments are discussed in conjunction with fixed assets; see Note (Fixed Assets Note No.).  
17    Pension commitments are discussed in Note (Pension Note No.). Other employee benefit commitments are  
18    discussed in Note (Compensated Absences Note No.).

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/94	1/1/92

	<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	6	44	

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

1    NOTE 15 - OTHER DISCLOSURES

2    A.    Related Party Transactions

3            (No SAMPLE TEXT is provided because such transactions are rare and the circumstances would be  
4            unique in each case. See Notes to Preparer.)

5    B.    Subsequent Events

6            (No SAMPLE TEXT is provided because the circumstances will be unique in each case. See Notes  
7            to Preparer.)

NOTES TO FINANCIAL STATEMENTS  
SAMPLE TEXT

NOTES TO PREPARER

BARS MANUAL: VOL PT CH PAGE  
UNCLASSIFIED PROPRIETARY 1 4

NOTES TO PREPARER

UNCLASSIFIED PROPRIETARY

NOTES TO PREPARER

UNCLASSIFIED PROPRIETARY



SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

3 For "type of government" describe the legal formation of your government.

5 For "major types of services, " summarize the functions that your government performs, such as:

Marina, shipping terminal, industrial park, water supply/  
treatment/distribution, sewage collection/treatment ,  
sanitation, street maintenance, planning and zoning ,  
libraries, golf courses, and an airport."

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---



1 Disclose your policy for sick leave termination benefits and your liability, if applicable. For example:

(Sick leave can only be used for paid time off for the illness of the employee or a dependent. Upon resignation/termination, retirement or death, any outstanding sick leave is lost.)

(If an employee terminates with at least ten years of service, he or she will be paid in cash for sick leave balances up to 30 days, at one-half his or her final pay rate. The \_\_\_\_\_(district's)\_\_\_\_\_ estimated liability for sick leave termination benefits on December 3, 19\_\_\_\_ was \$\_\_\_\_\_.)

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

21 If your government uses reverse repurchase agreements, include the following:

Investments held by broker-dealers under reverse repurchase agreements:

- U.S. Government securities
- U.S. Instrumentally securities

**Deposits**

: Insured by FDIC (up to :  
 : \$100,000 Per Deposit), State : Yes : Category :  
 : Insurance Funds, or Multiple : : One :  
 : Collateral Pools :  
 :  
 : No  
 :  
 : Collateral Held by :  
 : Government or Its : Yes : Category :  
 : Agent in the : : One :  
 : Government's Name :  
 :  
 : No  
 :  
 : Collateral Held by :  
 : Counterparty's : Yes : Category :  
 : Trust Department or Its : : Two :  
 : Agent in the :  
 : Government's Name :  
 :  
 : No  
 :  
 : Category :  
 : Three :

**Investments**

: Registered in : Yes : Category :  
 : Government's Name : : One :  
 :  
 : No  
 :  
 : : Yes : Category :  
 : Insured : : One :  
 :  
 : No  
 :  
 : Securities Held by :  
 : Counterparty's :  
 : Trust Department or : Yes : Category :  
 : Its Agent in the : : Two :  
 : Government's Name :  
 :  
 : No  
 :  
 : Category :  
 : Three :

(Source: Peat Marwick Government Services Newsletter 5/87)

27 Derivatives are generally defined as contract s whose value depends on, or derives from, the value of an underlying asset, reference date, or index. For mor e information see GASB Technical Bulletin *Disclosures about Derivatives and Similar Debt and Investment Transactions* .

This disclosure is necess ary if the city/county/district has used, held, or sold any derivatives or similar instruments during the period covered by the financial statements, regardless of whether the assets or liabilities resulting from those transactions are reported on the balance sheet.

The note should include:

- nature of transaction,

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

- reason for entering into transation,
- discussion of city/county/district exposure to credit risk, market risk, and legal risk (the discussion of risk should be made only to the extent that these risks are above and beyond these inherent risks that are apparent in the financial statements or are otherwise disclosed in the notes to financial statements).



- 15            Insert the maximum legal levy for the entity.
- 24            Insert the general levy rate for taxes levied on January 1 o f  
report year ( not the current year).
- 25            Insert the property valuation in effect for taxes levied o n  
January 1 of the report year.
- If your government has any special levies, they should b e  
disclosed separately. A model note follows:
- Special levies appr oved by the voters are not subject to  
the limitations listed above. In      (year)     , the  
     (district)      levied an additional \$                  pe r  
\$1,000 for      (give purpose)      for a total additional  
levy of \$                                 .

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---



SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

8            Cost of fixed assets is presumed to include not only purchase price or construction cost but also ancillary charges to put the asset in its intended location and condition for use. No disclosure of that presumption is required.

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

1 Total construction budgets should be included here.

If there are numerous construction projects, this information should be presented in a schedule like the example below. If the information is not readily available, so state.

Construction in progress is composed of the following:

	<u>Project Authori ization</u>	<u>Expended to 12/31/- -</u>	<u>Committed</u>	<u>Required Future Financing</u>
Airport Expansion - Phase 1	\$1,400,000	\$1,094,000	\$ 306,000	None
Airport Expansion - Phase 2	600,000	None	600,000	\$600,000
Industrial Park Sewer Line	250,000	215,000	35,000	None
Improvement District No. 79	200,000	200,000	None	None
Improvement District No. 80	200,000	117,100	82,900	None
Various Projects Less Than \$100,000	<u>250,000</u>	<u>196,150</u>	<u>53,850</u>	<u>None</u>
Total Construction	\$2,900,000	\$1,822,250	\$1,077,750	\$600,000

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

\*                    This information is to be provided by the district.



SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

11-18            The portions of these notes in parentheses are alternatives o    r  
                     additions you may need to use, depending on your particula    r  
                     circumstances.



NOTES TO PREPARER

UNCLASSIFIED PROPRIETARY BARS MANUAL: VOL PT CH PAGE  
1 4 6 28

PUBLIC ENTITY RISK POOL

NOTE 9A - GENERAL

1       The following samples for the public entity risk pool's Notes to Financial Statements are designed to provide the financial statement disclosures required to assist a reader to understand your financial statement reports. These samples are intended to furnish you with ways of phrasing the disclosures you will need to make. This note should be tailored to the unique circumstances of each individual public entity risk pool. It should also be distributed to each participating pool member for use in their Notes to Financial Statements.

The portions of the examples in parentheses are alternatives or additions you may need to use, depending upon the particular circumstances of your pool. Blanks or other important parts of the text in the examples are followed by an explanation of the type data being requested in parenthesis.

Include a list of all the participating members of your pool on a separate schedule.

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

NOTES TO PREPARER

UNCLASSIFIED PROPRIETARY BARS MANUAL: VOL 1 PT 4 CH 6 PAGE 32

PUBLIC ENTITY RISK POOL

The following disclosure is needed ONLY if your government provides claims servicing or insurance coverage to others.

NOTE 9B - UNPAID CLAIMS LIABILITIES

- 1      The following sample is intended to furnish you with ways of phrasing the disclosures you will need to make. This note should be tailored to the unique circumstances of each individual public entity risk pool.

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

If applicable, the following disclosures should be tailored to the unique circumstances of each individual government.

ENTITIES OTHER THAN POOLS

1 NOTE 9C - RISK MANAGEMENT

Provide a sufficient amount of information to inform the reader of your financial statements about the risk management activities of your entity. Indicate whether you individually self-insure, individually purchase commercial insurance policies, participate as a member of a joint insurance pool, or use a combination of the above.

Individually Self-Insured. Indicate the types of coverage which are self-insured, the type of fund used to account for these risk management activities, the levels of risk which have been assumed, the expected annual level of claims from either an actuary or from your own historical cost information, and the amount of reserves set aside to fund any such potential losses. Indicate whether you purchase any excess insurance or reinsurance policies on the commercial market (i.e.; umbrella policy coverage).

Individually Purchased Commercial Insurance. If you deal directly with a commercial insurer through a local agent or broker, indicate the name of the insurer(s), the types of coverage involved, and your deductible or self-insured retention level for each policy. Segregate coverages for insurance and reinsurance.

Joint Insurance Pool. If you are a participating member of a pool, identify whether the pool has self-insured all risks, self-insures only the self-insured retention on a jointly purchased commercial insurance policy, jointly purchases commercial insurance or reinsurance policies, or uses a combination of the above. Identify the name of the pool, and the types of policies and coverages involved. Your insurance pool should provide you with a copy of a risk management footnote for your financial statements which fully explains the operation of the pool. Use this document as a part of your Notes to Financial Statements.

Employee Retirement Income Security Act (ERISA) Plans.

Identify all health benefits plans (i.e.; medical, dental, vision, etc.) where entity employees are provided coverage through an authorized plan managed under the provisions of the Employee Retirement Income Security Act (ERISA) of 1974. Provide a general description of the structure, operation, type of benefits involved, and any other pertinent information on any such plan.

Indicate if these health benefits are collectively bargained by the employees of your entity. If so, show the name of the union, type of employees covered, the number and percentage of eligible employees who participate in the plan, the trust's employer identification number and plan number, the identification of the plan administrator, the organization of the trustees who administer the plan, the name of the certified public accounting firm who audits the plan, the name of the plan's actuary, and any other relevant information which would assist the reader of your financial statements to fully understand the nature of the arrangements made for these insurance coverages.

Indicate if these plans have been approved by the United States Department of Labor. If so, they are solely under the jurisdiction of the federal government. Show the date the most recent statutory report was filed with the U.S. Department of Labor (Form 5500), and the Internal Revenue Service (Form 990). Include statements which specifically indicate that these plans are neither regulated by the Washington State Insurance Commissioner's Office nor audited by the Washington State Auditor's Office.



SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

- 1            This note is needed ONLY if your government has outstanding anticipation notes (other than bond anticipation notes that are accounted for as long-term debt), interest-bearing (registered or revenue) warrants, or similar contractual debt. Do not include regular warrants payable, accounts payable, or other non-interest-bearing obligations.
- 3            In the "Source of Repayment" column identify the pledged or planned resource that will be used to pay the debt, such as property taxes for a tax anticipation note, revenue or assessment bonds for revenue warrants, grant receipts for a bank note, etc. In a brief paragraph following the table, discuss the purpose of each debt issue and any significant debt covenants.

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

- 8                    Instead of scheduling minimum payments under capital lease s  
separately, you may add addit ional column(s) to the amortization  
schedule and disclose lease payments as a category betwee n  
"Bonded Debt" and "Other Debt."
- "General Obligation Other Debt" should include Specia l  
Assessment Debt for which the government is obligated is som e  
manner, as defined in GASB Statement 6.
- 8-15                Include all of the portions of Schedule 09, Schedule o f  
Long-term Debt.
- 8-14                Schedule future payments by year for the next 5 years, then add  
a line that shows total payments for all years thereafter.
- 18                   You may want to disclose the details of your district' s  
compliance with some restrictions, such as the ratio o f  
operating revenues to debt service requirements.

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

1-9            Litigation is simply 1 (prevalent) type of contingency. Other types of contingencies include guarantees, the pledge of the government's "full faith and credit" on G.O. debt intended to be financed by enterprise revenues, and various types of uncompleted contracts where your government is obligated to perform. Both the refunded debt and the grant contingencies disclosed in the SAMPLE TEXT are examples of uncompleted contracts. All significant contingencies should be disclosed in the notes.

If your government does not have any significant contingencies, replace the first sentence, the entire first paragraph, or the entire note of the SAMPLE TEXT with the following:

              There are no material contingent liabilities to disclose.

If a lawsuit has been settled adversely and is not currently under appeal, disclosure of your government's liability belongs in a "claims and judgments" note rather than as a "contingency" note. (Where the number of contingencies and settlements is small, the 2 notes may be combined under an appropriate title, such as "Judgments and Contingencies" or "Legal Matters.")

Notice that the specific amounts recorded for contingent liabilities are NOT itemized in the SAMPLE TEXT note. Such details are normally not required and may be damaging to your government's case. However, in the case of major individual contingencies, if the recorded estimate does not represent the full range of possible loss, the additional range of loss must be disclosed in the notes. Similarly, if a loss is probable but the amount is not estimable, that fact must be disclosed in the notes.

The following examples illustrate this type of disclosure. BE SURE TO CONSULT WITH YOUR ATTORNEY AND AUDITOR FOR APPROPRIATE WORDING OF THE DISCLOSURE.

              The district has been named defendant in a lawsuit seeking damages of \$500,000 as a result of alleged unfair labor practices. Counsel is of the opinion that the defendants should prevail. All other lawsuits are either adequately covered by insurance or would not materially affect the financial statements.

              On June 30, 1989, the district completed its industrial sewer reconstruction using an EPA grant. Total expenditures for the project were \$750,891.10. As part of the grant agreement, the utility must reimburse the grantor (EPA) for any disallowed costs. To date, the project has not been audited to determine if any costs will be disallowed. The utility expects such costs, if any, will be immaterial.

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

- 1 If your government does not have any commitments aside from capital leases, construction financing, pensions, and other employee benefits, you should omit this note entirely.
- For purposes of this note, "commitments" are obligations of your government that are not recognized in the body of the financial statements. Disclosure of such commitments should include the probable amount or range of expenditure or expense and the source of financing or funding. You do not need to disclose immaterial commitments or routine contracts for your government's normal operations.
- In many cases, financial commitments that will obligate your government to make material payments in the future are difficult to distinguish from contingencies. Under such circumstances, you may want to combine your contingency and commitments notes. For example:
- The Solid Waste Utility is committed to make rental and other payments in accordance with lease agreements on its 2 disposal sites, Kent-Highlands and Midway. The Kent-Highlands lease, which is effective through March 31, 1987, requires payment of \$.99 per ton of refuse delivered. The Midway lease, which is effective through February 28, 1986, requires payment of \$.855 per ton of refuse delivered. Total payments for both disposal sites amounted to approximately \$362,000 in 1983. Under the original lease agreements, the utility was obligated to landscape the disposal site areas prior to vacating, with costs estimated at \$42,000 and \$28,000 for the Kent-Highlands and Midway sites, respectively. These amounts have been recorded as a deferred landscaping liability by the utility.
- Subsequent to the original lease agreements, federal and state requirements for closure of landfill sites were enacted. In 1983, the engineering department hired a consulting firm to evaluate alternatives for the closure of the disposal sites. The consulting firm estimated that future landfill closure costs could range between \$10.5 million and \$22.5 million. The utility is unable to estimate the ultimate cost of closing these landfills sites or the utility's share, if any, of these costs. In 1984, a resolution was passed by the city council establishing a policy to include the Solid Waste Utility's share of costs associated with the closure of the landfill sites in revenue requirements when setting future solid waste rates. These costs could have a significant impact on solid waste rates in the future.
- 7 Schedule future payments by year for the next 5 years, then add a line that shows total payments for all years thereafter.
- 14 This "rent expense" refers to the leases scheduled in this note.



SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

2

Related Party Transactions

The disclosures for this note are required whenever you r  
government transacts a significant amount of business wit h  
another closely affiliated entity. Disclosure should includ e  
the nature of the relationship between the entities, the nature  
and dollar amount of transactions, amounts due at year end, and  
any significant changes in terms. These disclosures are als o  
required should your government transact business with its ow n  
officials or employees beyond the limited amounts permitted i n  
Chapter 42.23 RCW.

5

Subsequent Events

Events that occur between the date of the financial statement s  
and the date they are issued that have a material effect on the  
operations of the governmenta l unit must be disclosed. Examples  
include losses from fire or flood, the issuance of new debt o r  
its advance retirement, or a change that affects the powers o f  
your government, its scope of services or its revenue structure.

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

THIS PAGE LEFT BLANK INTENTIONALLY.

SAMPLE  
TEXT  
LINE NO.

NOTES TO PREPARER

---

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

PROFIT AND LOSS ACCOUNTS

Old Account Number		New BARS Account Number			
	Account Description	Marine Terminal	Airport	Marina	Property
6000 OPERATING REVENUES					
SERVICES					
6010	Dockage	631.1X	n/a	n/a	n/a
6020	Wharfage	631.2X	n/a	n/a	n/a
6030	Service Charges	631.3X	n/a	n/a	n/a
6050	Wharf Demurrage	631.4X	n/a	n/a	n/a
6060	Storage	631.4X	n/a	n/a	n/a
6070	Loading and Unloading	631.5X	n/a	n/a	n/a
6090	Handling	631.6X	n/a	n/a	n/a
6110	Man-hour Services	631.7X	n/a	n/a	n/a
6120	Standby and Overtime	631.7X	n/a	n/a	n/a
6150	Berthage and Moorage	631.1X	n/a	621.1X	n/a
6155	Other Marine Services	632.9X	n/a	622.9X	n/a
RENTALS - EQUIPMENT					
6160	Lift Trucks	637.2X/638.2X	n/a	n/a	n/a
6172	Straddle Trucks	637.9X/638.9X	n/a	n/a	n/a
6180	Cranes	637.1X/638.1X	n/a	n/a	n/a
6190	Cargo Boards	637.9X/638.9X	n/a	n/a	n/a
6200	Misc. Equipment Rental	637.9X/638.9X	617.9X/618.9X	627.9X/628.9X	667.9X/668.9X
SALE OF UTILITIES					
6220	Water	631.81	611.81	621.81	661.81
6221	Electricity	631.82	611.82	621.82	661.82
6222	Other	(See manual for details of other accounts)			
RENTALS - PROPERTY					
6300	Space Rental	635.1X-.3X	615.1X-.3X	625.1X-.3X	665.1X-.3X
6305	Rental of Land	634.1X	614.1X	624.1X	664.1X
6308	Log Storage	634.3X/635.7X	n/a	n/a	664.3X/665.7X
6315	Grain Elevators	634.4X/635.8X	n/a	n/a	664.4X/665.8X
6330	Locker Rental	635.1X-.3X	615.1X-.3X	625.1X-.3X	665.1X-.3X

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

PROFIT AND LOSS ACCOUNTS

Old Account Number	Account Description	New BARS Account Number			
		Marine Terminal	Airport	Marina	Property
6340	Other Property Rentals	634.9X/636.9X	614.9X/616.9X	624.9X/626.9X	664.9X/666.9X
OTHER TERMINAL REVENUE					
6350	Sale of Materials	639.XX	n/a	n/a	n/a
6351	Cost of Sales and Materials	639.XX	n/a	n/a	n/a
6352	Sale of Gas and Diesel Fuel	639.XX	n/a	629.XX	n/a
6353	Cost of Sale of Gas and Diesel Fuel	639.XX	n/a	n/a	n/a
6360	Miscellaneous Revenues	639.XX	n/a	n/a	n/a
AIRPORT FACILITIES REVENUES					
6410	Landing Fees	n/a	611.1X	n/a	n/a
6420	Aviation Fuel	n/a	616.3X	n/a	n/a
6430	Sale of Water	n/a	611.81	n/a	n/a
6431	Sale of Electricity	n/a	611.82	n/a	n/a
6432	Sale of Other Utilities	n/a	(See detail)	n/a	n/a
6460	Rental of Land	n/a	614.1X	n/a	664.1X
6461	Rental of Space	n/a	615.1X-3X	n/a	665.1X-3X
6470	Airport Concession Revenue	n/a	615.1X-3X	n/a	665.1X-3X
6600	Other Airport Revenues	n/a	619.XX	n/a	n/a
AIRPORT FACILITIES REVENUES					
6700-6799	Industrial Development Districts	(See Nonoperating Revenues account 699.2X)			
6800-6889	Reserved	n/a	n/a	n/a	n/a
OTHER OPERATING REVENUES					
6890	Taxes for Operating Revenues	(See Nonoperating Revenues account 699.2X)			
6891-6899	Reserved	n/a	n/a	n/a	n/a

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

PROFIT AND LOSS ACCOUNTS

Old Account Number		New BARS Account Number			
	Account Description	Marine Terminal	Airport	Marina	Property
7000 TERMINAL EXPENSES					
OPERATING EXPENSES					
7010	Terminal Superintendent	731.1X	711.1X	721.1X	761.1X
7020	Terminal Attendants	731.1X	711.1X	721.1X	761.1X
7030	Administration & General Salaries	731.1X	711.1X	721.1X	761.1X
7050	Office and Clerical	731.1X	711.1X	721.1X	761.1X
7070	Security Officers	731.1X	711.1X	721.1X	761.1X
7080	Watchmen	731.1X	711.1X	721.1X	761.1X
7090	Janitors	731.1X	711.1X	721.1X	761.1X
7112	Firemen	731.1X	711.1X	721.1X	761.1X
7120	Checkers & Supervisors	731.1X	711.1X	721.1X	761.1X
7130	Foreman	731.1X	711.1X	721.1X	761.1X
7140	Loading and Unloading	731.1X	711.1X	721.1X	761.1X
7150	Man-hour Services	731.1X	711.1X	721.1X	761.1X
7160	Standby and Overtime	731.1X	711.1X	721.1X	761.1X
7170	Crane Rental Labor	731.1X	711.1X	721.1X	761.1X
7180	Handling	731.1X	711.1X	721.1X	761.1X
7200	Indirect & Utility Labor	731.1X	711.1X	721.1X	761.1X
7205	Other Payroll & Fringe Benefits	731.2X	711.2X	721.2X	761.2X
7211	Demurrage	731.9X	711.9X	721.9X	761.9X
7212	Over, Short and Damaged	731.9X	711.9X	721.9X	761.9X
7214	Pier Supplies & Expense	731.4X	711.4X	721.4X	761.4X
7220	Stevedoring	731.9X	n/a	n/a	n/a
7250	Switching and Freight Charges	731.9X	711.9X	721.9X	761.9X
7252	Tug and Pilot Services	731.1X	n/a	n/a	n/a
7320	Heat	731.8X	711.8X	721.8X	761.8X
7321	Water	731.81	711.81	721.81	761.81
7322	Electricity	731.82	711.82	721.82	761.82
7323	Gasoline and Propane	731.87/731.43	711.87/711.43	721.87/721.43	761.87/761.43
7326	Lubricating Oils and Grease	731.43	711.43	721.43	761.43
7330	Dunnage	731.9X	711.9X	721.9X	761.9X
7340	Remodeling and Alterations	731.9X	711.9X	721.9X	761.9X



CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

PROFIT AND LOSS ACCOUNTS

Old Account Number	Account Description	New BARS Account Number			
		Marine Terminal	Airport	Marina	Property
7350	Cranes Operating Expense	731.5X	711.5X	721.5X	761.5X
7355	Lift Trucks Operating Expense	731.5X	711.5X	721.5X	761.5X
7360	Other Equipment Expense	731.5X	711.5X	721.5X	761.5X
7362	Small Tools & Misc. Equipment	731.4X/731.5X	711.4X/711.5X	721.4X/721.5X	761.4X/761.5X
7364	Rents	731.5X/731.6X	711.5X/711.6X	721.5X/721.6X	761.5X/761.6X
7365	Rodent Control	731.9X	711.9X	721.9X	761.9X
7370	Other Operating Supplies	731.4X	711.4X	721.4X	761.4X
7520	Office Supplies & Expense	731.41	711.41	721.41	761.41
7530	Janitor Supplies & Expense	731.42	711.42	721.42	761.42
7540	Law Expense	731.31	711.31	721.31	761.31
7550	Outside Services Employed	731.3X	711.3X	721.3X	761.3X
7560	Telephone and Telegraph	731.88	711.88	721.88	761.88
7570	Travel	731.72	711.72	721.72	761.72
7580	Advertising	731.74	711.74	721.74	761.74
7590	Membership Dues and Fees	731.75	711.75	721.75	761.75
7600	Property Insurance	731.73	711.73	721.73	761.73
7625	Injuries and Damages	731.73	711.73	721.73	761.73
7650	Miscellaneous Expense	731.9X	711.9X	721.9X	761.9X
7670	Automobile Expense	731.5X	711.5X	721.5X	761.5X
7680	Taxes	731.9X	711.9X	721.9X	761.9X
MAINTENANCE AND REPAIRS					
7700	Repairs Wharves & Piers	(Charge these expenses to the appropriate categories under maintenance within each of the operations, i.e., 713.XX, 723.XX, 733.XX, 763.XX)			
7710	Repairs to Buildings				
7720	Repairs Landing Fields/Runways/ Aprons				
7721	Repairs to Roadways				
7722	Hangar & Service Area				
7723	Floats & Approaches				
7724	Electric Power & Lighting	(Charge these expenses to the appropriate categories under maintenance within each of the operations, i.e., 713.XX, 723.XX, 733.XX, 763.XX)			
7725	Water & Fire Protection				
7730	Repairs to Railroad Tracks				

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

PROFIT AND LOSS ACCOUNTS

Old Account Number		New BARS Account Number			
	Account Description	Marine Terminal	Airport	Marina	Property
7732	Dredging Slips & Channels				
7740	Repairs to Entrance Drives				
7742	Engineering Dept. Expenses				
7760	Repairs to Parking Lots				
7765	Other Maintenance (Real Property)				
7780	Repairs to Cargo Boards				
7810	Repairs to Automobiles & Trucks				
7820	Repairs to Cranes				
7830	Repairs to Lift Trucks				
7840	Repairs to Straddle Trucks				
7850	Repairs to Gear & Rigging				
7860	Repairs to Refrigeration Equip.				
7862	Repairs to Bull Handling Equip.				
7863	Repairs to Car Pushers				
7864	Repairs to Car Loaders				
7870	Repairs to Other Equipment				
7901 - 7940. INDUSTRIAL DEVELOPMENT DISTRICT EXPENSES					
7950-7997	Reserved	n/a	n/a	n/a	n/a
OTHER TERMINAL EXPENSES AND CREDITS					
7998	Depreciation	737	717	727	767
7999	Reserved	n/a	n/a	n/a	n/a

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

GENERAL AND ADMINISTRATIVE ACCOUNTS

Old Account Number	Account Description	New BARS Account Number
8000 ADMINISTRATIVE AND GENERAL EXPENSES		
8010	G & A Salaries	781.1X/783.1X
8020	Office Supplies & Expense	781.4X/783.4X
8030	Janitor Supplies & Expense	781.42/783.42
8040	Law Expense	781.31/783.31
8050	Outside Services Employed	781.3X/783.3X
8060	Telephone and Telegraph	781.88/783.88
8070	Travel	781.72/783.72
8080	Advertising & Promotion	781.74/783.74
8081	Promotional Hosting	781.71/783.71
8090	Membership Dues and Fees	781.75/783.75
8100	Publications	781.79/783.79
8200	Property Insurance	781.73/783.73
8210	Injuries and Damages	781.73/783.73
8220	Employees Pensions & Benefits	781.2X/783.2X
8230	Regulatory Commission Expense	781.3X/783.3X
8240	Uncollected Revenues	781.9X/783.9X
8250	Miscellaneous General Expense	781.9X/783.9X
8260	Utilities	781.8X/783.8X
8270	Automobile Expense	781.5X/783.5X
8280	Rents	781.5X/783.5X or 781.6X/783.6X
8900	Taxes	781.79/783.79
8998	Depreciation	787
8999	G&A Transferred-Credit	785

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

NONOPERATING ACCOUNTS

Old Account Number	Account Description	New BARS Account Number
9000 NONOPERATING REVENUE		
9010	Interest Income	699.1X
9020	Tax Levy Interest-GO Bonds	699.2X
9030	Gain (Loss) Disposed Asset	699.4X
9040	Sale of Scrap	699.9X
9060	Harbor Area Rentals	699.3X
9070	Rentals-Nonoperating Property	694.XX-698.XX
9080	Receipts in Lieu of Taxes	699.3X
9090	Tax Sales and Refunds	699.3X
9100	State Forest Board Contributions	699.3X
9200	Miscellaneous Nonoperating	699.9X
9500 NONOPERATING EXPENSES		
9510	Interest Expense - GO Bonds	799.91
9511	Interest Expense - Revenue Bonds	799.91
9515	Other Interest Expense	799.91
9580	Bond Issue Expense	799.9X
9600	Election Expense	799.92
9800	Other Nonoperating Expense	799.9X

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

BALANCE SHEET ACCOUNTS

Old Account Number	Account Description	New BARS Account Number
ASSETS		
1000 CAPITAL ASSETS		
LAND AND RIGHTS		
1001	Land and Land Rights	151.1X/151.3X
1005	Air Rights	151.3X
STRUCTURES AND IMPROVEMENTS		
1020	Breakwater	164.2X
1040	Bulkheads & Retaining Walls	164.2X
1060	Wharves, Docks, and Piers	152.1X
1080	Floats	152.1X
1100	Pipelines	164-167.XX
1120	Log Truck Dumps	164-167.XX
1140	Grain Elevators	152.3X
1160	Petroleum Tanks	166.7X
1180	Bulk Liquid Handling Plant	166.7X
1200	Tank Farm	166.7X
1220	Pumping Station	166.7X
1240	Landing Fields, Runways, & Aprons	166.6X
1260	Hangar and Service Area	152.6X
1280	Roadways, Grounds, & Parking Areas	166.1X-.4X
1300	Buildings	153.XX
1320	General Plant	153.XX
1340	Entrance Drive & Roadways	166.1X
1360	Trackage	166.5X
1380	Yard Areas	167.8X
1390	Improvement to Leasehold Property	163.XX

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

BALANCE SHEET ACCOUNTS

Old Account Number	Account Description	New BARS Account Number
EQUIPMENT		
1400	Car Pushers	156.5X
1420	Cranes	157.8X
1440	Dock Autos	156.4X
1460	Lift Trucks	157.1X
1480	Heavy Lift Trucks	157.1X
1500	Straddle Trucks	157.1X
1520	Car Loaders	157.1X
1540	Automobiles	156.4X
1560	Trucks	157.7X
1580	Other Shop Equipment	155.8X
1600	Pallet & Cargo Boards	161.8X
1620	Furniture/Office Equipment	159.3X-.7X
1640	Other Miscellaneous Equipment	161.8X
1700	Reserved	n/a
1800 CONSTRUCTION IN PROGRESS		168-169.XX
2000 RESERVE FOR DEPRECIATION		
STRUCTURES AND IMPROVEMENTS		
2020	Breakwater	184.2X
2040	Bulkheads & Retaining Walls	184.2X
2060	Wharves, Docks, and Piers	172.1X
2080	Floats	172.1X
2100	Pipelines	184-187.XX
2120	Log Truck Dumps	184-187.XX
2140	Grain Elevators	172.3X
2160	Petroleum Tanks	186.7X
2180	Bulk Liquid Handling Plant	186.7X
2200	Tank Farm	186.7X
2220	Pumping Station	186.7X

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

BALANCE SHEET ACCOUNTS

Old Account Number	Account Description	New BARS Account Number
2240	Landing Fields, Runways, & Aprons	186.6X
2260	Hangar and Service Area	172.6X
2280	Roadway, Grounds, & Parking Area	186.1X-.4X
2300	Buildings	173.XX
2320	General Plant	173.XX
2340	Entrance Drives & Roadways	186.1X
2360	Trackage	186.5X
2380	Yard Areas	187.8X
2390	Improvement Leasehold Property	183.XX
EQUIPMENT		
2400	Car Pushers	176.5X
2420	Cranes	177.8X
2440	Dock Autos	176.4X
2460	Lift Trucks	177.1X
2480	Heavy Lift Trucks	177.1X
2500	Straddle Trucks	177.1X
2520	Car Loaders	177.1X
2540	Automobiles	176.4X
2560	Trucks	177.7X
2580	Other Shop Equipment	175.8X
2600	Pallet & Cargo Boards	181.8X
2620	Furniture/Office Equipment	179.3X-.7X
2640	Other Miscellaneous Equipment	181.8X
2700 OTHER PROPERTY		
2701-2749	Nonoperating Property	193.XX
2750	Reserve for Depreciation	193.9X

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

BALANCE SHEET ACCOUNTS

Old Account Number	Account Description	New BARS Account Number
2800 SINKING, REDEMPTION, SPECIAL FUND ASSETS		
2810	GO Bond P&I Redemption-Cash	101.XX/102.XX/14X.XX
2820	GO Bond P&I Redemption-Investments	101.XX/102.XX/14X.XX
2830	Revenue Bond P&I Redemption-Cash	101.XX/102.XX/14X.XX
2840	Rev Bond P&I Redemption-Investments	101.XX/102.XX/14X.XX
2850	Special Funds - Cash	101.XX/102.XX/14X.XX
2860	Special Funds - Investments	101.XX/102.XX/14X.XX
2900 - 2999 - RESERVED		n/a
3000 CURRENT AND ACCRUED ASSETS		
3010	Cash	101.1X
3020	Temporary Cash Investments	101.XX/102.XX
3105	Interest Special Deposits	101.XX/141.XX
3106	Bond Redemption Special Deposits	101.XX/141.XX
3107	Customer Deposits	101.XX/102.XX/14X.XX
3108	Transportation Deposits	101.XX/102.XX/14X.XX
3109	Working Fund Advances	101.7X
3170	Accounts Receivable	112.1X
3180	Real Estate Contracts Receivable	115.XX
3190	Reserve for Doubtful Accounts	112.9X
3200	Interest Receivable	113.XX
3220	Taxes Receivable	111.XX
3232	Interfund Loan Receivable	n/a
3240	Earned Revenue Unbilled	112.4X
3250	Materials and Supplies	131.XX
3251	Gasoline and Diesel Fuel Oil	131.XX
3260	Prepayments	133.XX
3290	Miscellaneous Current Assets	139.XX



CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

BALANCE SHEET ACCOUNTS

Old Account Number	Account Description	New BARS Account Number
3600 DEFERRED DEBITS		
3610	Work in Progress	196.9X
3620	Miscellaneous Deferred Debits	196.9X
3701 - 3999 - RESERVED		n/a
LIABILITIES AND EQUITY		
4000	Bonds Outstanding	235.XX/251.XX/252.XX
4001	General Obligation Bonds	235.1X/251.XX
4050	Revenue Bonds	235.2X/252.XX
4100 CURRENT AND ACCRUED LIABILITIES		
4120	Warrants Payable	211.XX
4130	Accounts Payable	212.XX
4140	Interfund Loan Payable	n/a
4150	Customer Deposits	239.1X
4160	Taxes Accrued	213.7X
4170	Interest Accrued	214.XX
4180	Payroll Payable	213.3X
4190	Employee Benefits Payable	213.5X/259.XX
4300	Matured Interest	214.XX
4310	Matured Long-Term Debt	235.XX
4320	Miscellaneous Accrued Liabilities	213.9X
4500 DEFERRED CREDITS		
4520	Contractor Retainage	216.4X
4530	Miscellaneous Deferred Credits	217.XX/270.XX
4601 - 4699 - RESERVED		n/a

CONVERSION CHARTS  
1970 PORT ACCOUNTS TO BARS ACCOUNT NUMBERS

BALANCE SHEET ACCOUNTS

Old Account Number	Account Description	New BARS Account Number
4700 OPERATING RESERVES		
4710	Property Insurance Reserve	295.3X
4720	Injuries & Damages Reserve	295.3X
4730	Miscellaneous Operating Reserve	295.3X
4800 CONTRIBUTIONS IN AID OF CONSTRUCTION		
4801-4810	Federal (FAA, Etc.)	281.XX
4811	State	282.XX
4812	County	282.XX
4813	City	282.XX
4814	Other	283.XX
4825 ACCUMULATED DEPRECIATION - DONATED FACILITIES (DEBIT)		
4826-4835	Federal (FAA, Etc.)	284.XX
4836	State	285.XX
4837	County	285.XX
4838	City	285.XX
4839	Other	286.XX
5000 EQUITY		
5001	Paid in Equity	28X.XX
5010	Net Worth - Taxation	295.5X/298.XX
5011	Net Worth - Operations	295.3X/298.XX
RECONCILIATION OF NET WORTH ACCOUNTS		
5012	Credit Balance - Income Statement	n/a
5013	Credits - Prior Years	n/a
5014	Other Credits	n/a
5015	Debit Balance - Income Statement	n/a
5016	Debits - Prior Years	n/a
5017	Other Debits	n/a

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/92	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	4	8	14

GLOSSARY OF TERMS  
(See Also Account Definitions in Part One)

ACCOUNT NUMBER. See CODING.

ACCOUNTING PERIOD. A period at the end of which and for which financial statements are prepared. See also FISCAL PERIOD.

ACCOUNTING SYSTEM. The total structure of records and procedures designed to discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, account groups or organizational components. See INTERNAL CONTROL.

ACCRUAL BASIS. The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements. See FLOW OF ECONOMIC RESOURCES MEASUREMENT FOCUS.

ACCRUED EXPENSES. Expenses incurred but not due until a later date.

ACCRUED PAYABLES. Liability accounts reflecting costs incurred but not due until a later date.

ACTIVITY. A specific and distinguishable line of work performed by one or more organizational units of a government for the purpose of accomplishing a function for which the government is responsible.

ACTUARIAL BASIS. A basis used in computing the amount of contributions to be made periodically to a fund or account so that the total contributions plus the compounded earnings thereon will equal the required payments to be made out of the fund. The factors taken into account in arriving at the amount of these contributions include the length of time over which each contribution is to be held and the rate of return compounded on such contribution over its life. A pension trust fund for a public employee retirement system is an example of a fund concerned with actuarial basis data.

ADMINISTRATIVE CONTROL. See INTERNAL CONTROL.

ADVANCE REFUNDING BONDS. Bonds issued to refund an outstanding bond issue prior to the date on which the outstanding bonds become due or callable. Proceeds of the advance refunding bonds are deposited with a trustee, invested in U.S. Treasury Bonds or other authorized securities, and used to redeem the underlying bonds at maturity or call date and to pay interest on the bonds being refunded or the advance refunding bonds.

ADVERSE OPINION. An opinion stating the auditor's view that financial statements do not present fairly financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles.

## BARS GLOSSARY

"ALL-INCLUSIVE" OPERATING STATEMENT. The basic financial statement which, under NCGA Statement 1, consists of the operating statement and the statement of changes in fund equity combined into a single GAAP basic financial statement. See OPERATING STATEMENT and STATEMENT OF CHANGES IN FUND EQUITY.

AMORTIZATION. (1) Gradual reduction, redemption, or liquidation of the balance of an account according to a specified schedule of times and amounts. (2) Provision for the extinguishment of a debt by means of a debt service fund.

ANNUAL BUDGET. A budget applicable to a single fiscal year. See also BUDGET and OPERATING BUDGET.

ANNUITY. A series of equal money payments made at equal intervals during a designated period of time.

ANNUITY, AMOUNT OF. The total amount of money accumulated or paid during an annuity period. This total includes compound interest at a designated rate.

ANNUITY PERIOD. The designated length of time during which the amount of an annuity is accumulated or paid.

APPRAISE. To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.

ASSESS. To value property officially for the purpose of taxation.

ASSESSED VALUATION. A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT. (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

ASSESSMENT ROLL. In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property, and its assessed value.

## BARS GLOSSARY

ASSETS. Resources owned or held by a government which have monetary value.

AUDIT. An examination to determine the accuracy and validity of records and reports or the conformity of procedures with established policies. See INTERNAL AUDIT, INDEPENDENT AUDIT, FINANCIAL AND COMPLIANCE AUDIT, PROGRAM COMPLIANCE AUDIT, SINGLE AUDIT, PERFORMANCE AUDIT, PRE-AUDIT, and POST-AUDIT.

AUDIT PROGRAM. A detailed outline of work to be done and procedures to be followed in any given audit.

AUDIT REPORT. The report by an auditor furnished at the conclusion of internal audits, independent audits, and investigations. As a rule, the report would include: (1) a statement of the scope of the audit; (2) explanatory comments or findings (if any) concerning exceptions by the auditor; (3) opinions; (4) financial statements and schedules; and (5) sometimes statistical tables, supplementary comments, and recommendations.

AUDITED VOUCHER. A voucher which has been examined and approved for payment.

AUDITOR'S OPINION. A statement signed by an auditor in which he or she states that he or she has examined the financial statements in accordance with generally accepted auditing standards (with exceptions, if any) and in which he or she expresses an opinion on the financial position and results of operations of some or all of the funds and account groups of the government as appropriate. See UNQUALIFIED OPINION.

AUTHORITY. A government or public agency created to perform a single function or a restricted group of related activities. Usually such units are financed from service charges, fees, and tolls, but in some instances they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing, or the exercise of certain powers.

AUTOMATIC DATA PROCESSING (ADP). See DATA PROCESSING.

## BARS GLOSSARY

BALANCE SHEET. The basic financial statement which discloses the assets, liabilities, and equities of an entity at a specified date in conformity with GAAP.

BASIC FINANCIAL STATEMENTS. Those financial statements, including notes thereto, which are necessary for a fair presentation of the financial position and results of operations of an entity in conformity with GAAP. Under Statement 1, basic financial statements include a balance sheet, an "all inclusive" operating statement, and a statement of cash flows. See FINANCIAL REPORTING PYRAMID, COMBINED STATEMENTS - OVERVIEW, COMBINING STATEMENTS - BY FUND TYPE, INDIVIDUAL FUND STATEMENTS , GENERAL PURPOSE FINANCIAL STATEMENTS, GENERALLY ACCEPTED ACCOUNTING PRINCIPLES, and SUPPORTING SCHEDULES.

BETTERMENT. An addition made to, or change made in, a fixed asset which is expected to prolong its life or to increase its efficiency over and above that arising from maintenance. The cost of a betterment is added to the book value of the asset. The term is sometimes applied to sidewalks, sewers, and highways, but it is preferable to designate these as IMPROVEMENTS. See also INFRASTRUCTURE ASSETS.

BOND DISCOUNT. The excess of the face value of a bond over the price for which it is sold or acquired. The price does not include accrued interest at the date of sale or acquisition.

BOND ORDINANCE OR RESOLUTION. An ordinance or resolution authorizing a bond issue.

BOND PREMIUM. The excess of the price at which a bond is sold or acquired over its face value. The price does not include accrued interest at the date of sale or acquisition.

BONDED DEBT. That portion of indebtedness represented by outstanding bonds.

BONDS AUTHORIZED AND UNISSUED. Bonds which have been legally authorized but not issued and which can be issued and sold without further authorization. This term must not be confused with the term "legal debt margin," which represents the difference between the legal debt limit of a government and the debt outstanding against it.

BONDS ISSUED. Bonds sold.

BONDS PAYABLE. The face value of bonds issued and unpaid.

## BARS GLOSSARY

**BOOKS OF ORIGINAL ENTRY.** The record in which the various transactions are formally recorded for the first time, such as the cash journal, warrant register, or general journal. Where mechanized bookkeeping methods are used, it may happen that one transaction is recorded simultaneously in several records, one of which may be regarded as the book of original entry.

**BOOK VALUE.** Value as shown by books of account. In the case of assets which are subject to reduction by valuation allowances such as depreciation, "book value" refers to cost or stated value less the appropriate allowance. Sometimes a distinction is made between "gross book value" and "net book value," the former designating value before deduction of related allowances and the latter after their deduction. In the absence of any modifier, however, the term "book value" means "net book value."

**BUDGET.** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body. See ANNUAL BUDGET, CAPITAL BUDGET, CAPITAL PROGRAM.

**BUDGET DOCUMENT.** The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of two parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the information as to the past years' actual revenues, expenditures, and other data used in making the estimates. In addition to the budget document, an appropriation ordinance or resolution and revenue and borrowing measures will be necessary to put the budget into effect.

**BUDGET MESSAGE.** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.



## BARS GLOSSARY

CAFR. See COMPREHENSIVE ANNUAL FINANCIAL REPORT.

CALLABLE BOND. A type of bond which permits the issuer to pay the obligation before the stated maturity date by giving notice of redemption in a manner specified in the bond contract.

CAPITAL ASSETS. See FIXED ASSETS.

CAPITAL BUDGET. A plan of proposed capital outlays and the means of financing them. See CAPITAL PROGRAM.

CAPITAL EXPENDITURES. See CAPITAL OUTLAYS.

CAPITAL GRANTS. External grants which are restricted by the grantor for the acquisition and/or construction of fixed assets. Although the concept applies to all funds, the classification is used only in proprietary funds. See also OPERATING GRANTS and CONTRIBUTED CAPITAL.

CAPITAL IMPROVEMENT PROGRAM. See CAPITAL PROGRAM.

CAPITAL OUTLAYS. Expenditures which result in the acquisition of or addition to fixed assets.

CAPITAL PROGRAM. A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

CAPITAL RESOURCES. Resources of a fixed or permanent character, such as land and buildings, which cannot ordinarily be used to meet current expenditures.

CASH. An asset account reflecting currency, coin, checks, postal and express money orders, and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits. All cash must be accounted for as a part of the fund to which it belongs. Any restrictions or limitations as to its availability must be indicated in the records and statements. It is not necessary, however, to have a separate bank account for each fund unless required by law.

CASH BASIS. A basis of accounting under which transactions are recognized only when cash is received or disbursed.

CASH DISCOUNT. An allowance received or given if payment is completed within a stated period of time. This term is not to be confused with TRADE DISCOUNT.

## BARS GLOSSARY

CERTIFICATE OF ACHIEVEMENT IN FINANCIAL REPORTING PROGRAM. A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable CAFRs and to provide peer recognition and technical assistance to the finance officers preparing them.

CHECK. A bill of exchange drawn on a bank and payable on demand; a written order on a bank to pay on demand a specified sum of money to a named person, to his or her order, or to bearer out of money on deposit to the credit of the maker. A check differs from a warrant in that the latter is not necessarily payable on demand and may not be negotiable. It differs from a voucher in that the latter is not an order to pay. A voucher-check combines the distinguishing characteristics of a voucher and a check; it shows the propriety of a payment and is an order to pay.

CLASSIFIED. This term means all proprietary operations which use double-entry full accrual accounting systems which measure revenue and expense, including depreciation. Examples of classified proprietary accounting systems are NARUC Water, MFOA Airports, SAO Ports, etc. See PROPRIETARY FUND.

CLEARING ACCOUNT. An account used to accumulate charges or credits that are to be allocated to other accounts later, or to accumulate a net difference for transfer to another account.

CODING. A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used reveals quickly certain required information. The BARS numbers are an example of the coding of accounts. Other examples are the numbering of monthly recurring journal entries to indicate the month and the nature of the entry and the numbering of invoices or vouchers so that the number reveals the date of entry.

COMBINED STATEMENTS - OVERVIEW. The three basic financial statements comprising the first of the financial reporting pyramid's three reporting levels containing GAAP basic financial statements. They include: (1) Combined Balance Sheet; (2) Combined Statement of Revenues, Expenses, and Changes in Retained Earnings (Or Equity); and (3) Combined Statement of Cash Flows. Trust Fund operations may be reported in (2) and (3) above, as appropriate, or separately. The Combined Statements - Overview are also referred to as the "liftable" general purpose financial statements (GPFS).

## BARS GLOSSARY

COMBINING STATEMENTS - BY FUND TYPE. The second of the financial reporting pyramid's three reporting levels containing GAAP basic financial statements. Such statements are presented for each fund type for which the government maintains more than one fund. They include GAAP basic financial statements for each fund of a particular fund type in separate adjacent columns and a total column for all funds of the particular fund type.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR). The official annual report of a government. It includes five Combined Statements - Overview (the "liftable" GPFS) and basic financial statements for each individual fund and account group prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes Supporting Schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

CONSUMPTION METHOD. The method under which inventories are recorded as expenditures when used. This method does not conform to most budget law in Washington State. See PURCHASES METHOD.

CONTINGENT LIABILITIES. Items which may become liabilities as a result of conditions undetermined at a given date, such as guarantees, pending law suits, judgments under appeal, unsettled disputed claims, unfilled purchase orders, and uncompleted contracts. All contingent liabilities should be disclosed within the basic financial statements, including the notes thereto.

CONTRIBUTED CAPITAL. An equity account recording resources externally restricted for the acquisition or construction of capital assets, including CAPITAL GRANTS, RESIDUAL EQUITY TRANSFERS-IN, contributions from developers and customers, and tax levies restricted to capital purposes. The account also records current resources furnished to an internal service fund for working capital. Although the concept applies to all funds, the classification is used only in proprietary funds.

## BARS GLOSSARY

CORRECTION OF ERRORS. See REFUNDS.

COST OF SERVICES MEASUREMENT FOCUS. See FLOW OF ECONOMIC RESOURCES MEASUREMENT FOCUS.

COST RECORDS. All ledgers, supporting records, schedules, reports, invoices, vouchers, and other records and documents reflecting the cost of projects, jobs, production centers, processes, operations, products, or services, or the cost of any of the component parts thereof.

COUPON RATE. The interest rate specified on interest coupons attached to a bond, also called the nominal interest rate.

COVERAGE. The ratio of net revenue available for debt service to the average annual debt service requirements of an issue of revenue bonds. See NET REVENUE AVAILABLE FOR DEBT SERVICE.

CURRENT. A term which, applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods. It usually connotes items likely to be used up or converted into cash within one year.

CURRENT ASSETS. (1) In governmental funds, those assets which are available or can be made readily available to finance current operations or to pay current liabilities. (2) In proprietary funds, those assets which will be used up or converted into cash within the next operating cycle (e.g. one year). Some examples are cash, temporary investments, and taxes receivable which will be collected within the next operating cycle (e.g. one year).

CURRENT LIABILITIES. Liabilities which are payable within the next operating cycle (e.g. one year).

CURRENT RESOURCES. Resources which can be used to meet current obligations and expenditures. Examples are current assets, estimated revenues of a particular period not yet realized, transfers from other funds authorized but not received, and in the case of certain funds, bonds authorized and unissued.

CUSTOMER DEPOSITS. A liability account used in an enterprise fund to reflect deposits made by customers as a prerequisite to receiving services and/or goods provided by the fund.

## BARS GLOSSARY

DATA PROCESSING. (1) The preparation and handling of information and data to obtain results such as a classification, problem solution, summarization, and reports. (2) Preparation and handling of financial information wholly or partially by mechanical or electronic means.

DAY LABOR. Use of a government's own personnel to construct or maintain its fixed assets. Also called "force account."

DEBT. An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, registered warrants, notes, contracts and accounts payable. See BOND, NOTE PAYABLE, REGISTERED WARRANT, LONG-TERM DEBT, GENERAL LONG-TERM DEBT, and REVENUE BONDS.

DEBT LIMIT. The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE REQUIREMENT. The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds, and required contributions to accumulate monies for future retirement of term bonds.

DEFEASANCE. The legal release of a debtor from being the primary obligor under the debt, either by the courts or by the creditor. Also referred to as a legal defeasance. See IN-SUBSTANCE DEFEASANCE.

DEFERRED SPECIAL ASSESSMENTS. Special assessments which have been levied but which are not due within one year.

DEFICIT. (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

DELINQUENT SPECIAL ASSESSMENTS. Special assessments remaining unpaid on and after the date on which a penalty for nonpayment is attached.

DELINQUENT TAXES. Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or cancelled, the unpaid balances continue to be delinquent taxes until abated, cancelled, paid, or converted into tax liens.

DEMURRAGE. A fee charged to the owner of cargo that remains in the terminal area beyond a stipulated period of time after off-loading from the vessel.

DEPARTMENT. See ORGANIZATION UNIT.

DEPLETION. (1) The reduction in quantity of a natural resource (wasting asset), such as coal, standing timber, or a rock quarry. (2) The portion of the cost of a wasting asset which is charged as an expense during a particular period. See AMORTIZATION, DEPRECIATION and WASTING ASSET.

DEPOSIT. (1) Money or securities placed with a bank or other institution or with a person such as the county treasurer either as a general deposit subject to withdrawal by check or as a special deposit made for some specified purpose. (2) Sums deposited by customers for electric meters, water meters, etc., and by contractors and others to accompany and guarantee their bids.

## BARS GLOSSARY

DEPOSITARY. A person entrusted with the safekeeping and depositing of assets.

DEPOSITORY. A place where assets are deposited for safekeeping. (NOTE: The BARS Manual makes the distinction between the terms depository and depository. However, the RCWs and certain publications use these terms interchangeably. For a case in point, refer to Part 3, Chapter 6, Section A of the BARS Manual. Where we use depository, the RCWs use depository.)

DEPRECIATION. (1) Expiration in the service life of fixed assets, other than wasting assets. (2) The portion of the cost of a fixed asset other than a wasting asset which is charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense. See DEPLETION and AMORTIZATION.

DIRECT CHARGES. See DIRECT EXPENSES.

DIRECT COSTS. See DIRECT EXPENSES.

DIRECT DEBT. The debt which a government has incurred in its own name or assumed through the annexation of territory or consolidation with another government. See OVERLAPPING DEBT.

DIRECT EXPENSES. Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (called "overhead") which must be prorated among several products, services, departments, operating units or activities. See OVERHEAD.

DISBURSEMENTS. Payments in cash.

DISCLAIMER OF OPINION. A report stating that the auditor does not express an opinion on the financial statements. The disclaimer of opinion is appropriate when the auditor has not performed an examination sufficient in scope to enable him to form an opinion on the financial statements. A disclaimer of opinion should not be expressed because the auditor believes, on the basis of the examination, that there are material departures from GAAP. In such circumstances, an adverse opinion would be appropriate. See ADVERSE OPINION and QUALIFIED OPINION.

DISCOUNTED PRESENT VALUE. See PRESENT VALUE.

DISTRAIN. To seize and hold (property) to compel reparation or payment of debts.

DOCKAGE. A fee charged against the vessel for the privilege of mooring at a dock.

DOUBLE ENTRY. A system of bookkeeping which requires an entry to the debit side of an account or accounts for the corresponding amount or amounts of the entry to the credit side of another account or accounts.

DRAYAGE. A fee charged by a trucking firm for transportation cargo on or off the terminal, or to or from a warehouse or land transport terminal.

## BARS GLOSSARY

EARNINGS. See INCOME and REVENUE.

EFFECTIVE INTEREST RATE. The rate of earning on an investment based on the actual price paid in contrast with the nominal interest rate. See PRESENT VALUE.

ELECTRONIC DATA PROCESSING (EDP). Data processing by means of high-speed electronic equipment. See DATA PROCESSING.

ENTERPRISE FUND. A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Examples of enterprise funds are those for water, gas, and electric utilities; swimming pools; airports; parking garages; and transit systems.

ENTITLEMENT. The amount of payment to which a state or local government is entitled as determined by the federal government pursuant to an allocation formula contained in applicable statutes.

ENTITY. The basic unit for accounting and/or financial reporting. The basic governmental legal entity for accounting is the individual fund and account group. Under NCGA Statement 1, the basic entities for reporting include (1) the Combined Statements - Overview (the "liftable" GPFS) and (2) financial statements of individual funds (which may be presented as columns on Combining Statements - By Fund Type, on physically separate individual fund statements, or both). The term "entity" is also sometimes used to describe the composition of "the government as a whole" (whether the library is part of the city or a separate government, whether the transit system is part of the county or an independent special district, etc. ). See NCGA Statement 3 and Interpretation 7 for further discussion.

EQUITY ACCOUNTS. Those accounts showing the excess of assets over liabilities in the fund.

EXAMINATION. See AUDIT.

## BARS GLOSSARY

EXPENDITURES. Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs which require the use of current assets.

The difference between an expenditure and an expense is a difference in what is being measured. Expenditures measure current outlays (the flow of current resources) while expenses measure total costs (total resources used; also known as capital maintenance). For example, purchases of fixed assets (buildings and equipment) and of inventories are expenditures at the date of purchase, because they cause the outflow or the tie-up of current assets. They are not expenses, however, until they are used or used up, because they are still a resource until consumed. Another example is depreciation, which is not an expenditure because no current assets are used when depreciation is incurred, but which is an expense because it allocates the total cost as the depreciable fixed asset is used. See MEASUREMENT FOCUS.

EXPENSES. Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures. See EXPENDITURES.

EXTERNAL AUDIT. See INDEPENDENT AUDIT and AUDIT.



## BARS GLOSSARY

FACE VALUE. As applied to securities, this term designates the amount of liability stated in the security document.

FIDELITY BOND. Insurance against losses from theft, defalcation, and misappropriation of public monies by government officers and employees.

FINANCIAL AND COMPLIANCE AUDIT. An examination leading to the expression of an opinion on (1) the fairness of presentation of the audited entity's basic financial statements in conformity with GAAP and (2) the audited entity's compliance with the various finance-related legal and contractual provisions used to assure acceptable governmental organizational performance and effective management stewardship.

FINANCIAL REPORTING PYRAMID. NCGA Statement 1 organization plan for the Financial Section of the CAFR. The pyramid presents GAAP basic financial statements on three distinct and progressively more detailed reporting levels: (1) Combined Statements - Overview (the "liftable" GPFS); (2) Combining Statements - By Fund Type; and (where necessary or appropriate) (3) individual fund statements.

FINANCIAL STATEMENTS. See BASIC FINANCIAL STATEMENTS.

FISCAL AGENT. A fiduciary agent, usually a bank or county treasurer, who performs the function of paying debt principal and interest when due.

FISCAL PERIOD. Any period at the end of which a government determines its financial position and results of its operations. See ACCOUNTING PERIOD.

FISCAL YEAR. A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of its operations.

FIXED ASSETS. Assets which are intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment. In common usage, the term refers only to operating facilities and equipment, not to long-term investments and other non-current assets.

FIXTURES. Attachments to buildings which are not intended to be removed and which cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the building itself are considered a part of the building; all others are classified as equipment.

FLOW OF ECONOMIC RESOURCES MEASUREMENT FOCUS. The measurement focus applied to proprietary funds, nonexpendable trust funds, and pension trust funds. All assets and all liabilities, whether current or noncurrent, are reported on the balance sheet, and the operating statement presents "capital maintenance" information (revenues and expenses).

FLOW-THROUGH. See PASS-THROUGH, SUBRECIPIENT

FORCE ACCOUNT. See DAY LABOR.

## BARS GLOSSARY

FRANCHISE. A special privilege granted by a government permitting a monopoly or the continuing use of public property, such as city streets.

FULL FAITH AND CREDIT. A pledge of the general taxing power of a government for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds.

FUND. A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND ACCOUNTS. All accounts necessary to set forth the financial position and results of operations of a fund.

FUNDED DEBT. Same as BONDED DEBT, which is the preferred term.

FUND TYPE. In governmental accounting, all funds are classified into three categories and seven generic fund types:

### Governmental Funds Category

- (1) The General (or Current Expense) Fund
- (2) Special Revenue
- (3) Debt Service Funds
- (4) Capital Projects Funds

### Proprietary Funds Category

- (5) Enterprise Funds (PORTS, TRANSITS)
- (6) Internal (or Intragovernmental) Service Funds

### Fiduciary Funds Category

- (7) Trust and Agency Funds
  - (a) Expendable Trust Funds
  - (b) Non-expendable Trust Funds
  - (c) Pension Trust Funds
  - (d) Agency Funds

## BARS GLOSSARY

GAAP. See GENERALLY ACCEPTED ACCOUNTING PRINCIPLES.

GAAS. See GENERALLY ACCEPTED AUDITING STANDARDS.

GENERAL JOURNAL. A journal in which are entered all entries not recorded in special journals. See JOURNAL and SPECIAL JOURNAL.

GENERAL LEDGER. A book, file, or other device which contains the accounts needed to reflect the financial position and the results of operations of an entity. In double entry bookkeeping, the debits and credits in the general ledger are equal. Therefore, the debit balances equal the credit balances. See SUBSIDIARY LEDGER, CONTROL ACCOUNT, and SUBSIDIARY ACCOUNT.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to state and local governments is NCGA Statement 1.

GENERALLY ACCEPTED AUDITING STANDARDS (GAAS). Measures of the quality of the performance of auditing procedures and the objectives to be attained through their use. They are concerned with the auditor's professional qualities and with the judgment exercised in the performance of an audit. Generally accepted auditing standards have been prescribed by (1) the American Institute of Certified Public Accountants (AICPA) and (2) the U.S. General Accounting Office (GAO) in Standards for Audit of Governmental Organizations, Programs, Activities, & Functions (the "yellow book").

GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS (GAGAS). Standards established by the GAO in its publication *Standards for Audit of Governmental Organizations, Programs, Activities and Functions* ("yellow book") for the conduct and reporting of both financial and performance audits. GAGAS set forth general standards applicable to both types of audits and separate standards of field work and reporting for financial and performance audits. The GAGAS standards of field work and reporting for financial audits incorporate and build upon GAAS.

GENERAL OBLIGATION BONDS. Bonds for the payment of which the full faith and credit of the issuing government are pledged, including tax revenue.

## BARS GLOSSARY

GENERAL PURPOSE FINANCIAL STATEMENTS (GPFS). Those basic financial statements which comprise the minimum acceptable fair presentation in conformity with GAAP. In Statement 1, NCGA redefined governmental GPFS to consist of financial statements for each of the seven fund types and for both account groups presented in separate adjacent columns on the financial reporting pyramid's five Combined Statements - Overview. See BASIC FINANCIAL STATEMENTS, COMBINED STATEMENTS - OVERVIEW, FINANCIAL REPORTING PYRAMID, and "LIFTABLE" GENERAL PURPOSE FINANCIAL STATEMENTS.

GPFS. See GENERAL PURPOSE FINANCIAL STATEMENTS.

GRANTS. External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility. See also CAPITAL GRANTS, OPERATING GRANTS, CONTRIBUTED CAPITAL, and PASS-THROUGH RESOURCES.

GROUPED ASSETS. Very similar assets acquired at the same time that are treated as a single asset for depreciation purposes. Any gain or loss is deferred until the entire group has been retired. When a single asset is retired from the group its cost is removed from the asset account and sufficient amounts are removed from the Accumulated Depreciation account so that there is no gain or loss recognized.

GROSS BOOK VALUE. See BOOK VALUE.

GROSS REVENUE. See REVENUE.

## BARS GLOSSARY

IMPREST CASH ACCOUNT. An account into which a fixed amount of money or cash equivalent is placed for the purpose of making change or minor disbursements. Advance travel and similar checking accounts and stamp funds are included in this category. See PETTY CASH and prescribed procedures in Part 3, Accounting.

IMPROVEMENTS. Buildings, other structures, and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains, and sewers. Sidewalks, curbing, sewers, and highways are sometimes referred to as "betterments," but the term "improvements" is preferred. See also INFRASTRUCTURE ASSETS.

INCOME. A term in proprietary fund type accounting to represent (1) revenues or (2) the excess of revenues over expenses. See OPERATING INCOME, INCOME BEFORE OPERATING TRANSFERS, and NET INCOME.

INCOME BEFORE OPERATING TRANSFERS. Proprietary fund operating income adjusted by nonoperating revenues and nonoperating expenses.

INDEPENDENT AUDIT. An audit performed by an independent auditor.

INDIRECT COSTS. See OVERHEAD.

INDIVIDUAL FUND STATEMENTS. The third of the financial reporting pyramid's three reporting levels containing GAAP basic financial statements. Such statements should be presented only when necessary or appropriate. Governments should not present physically separate individual fund financial statements which simply repeat information already presented in columns on the Combined Statements - Overview or Combining Statements - By Fund Type. Under Statement 1, physically separate individual fund statement formats are normally used only: (1) to present prior-year comparative data; or (2) to present more detailed information than is presented for a fund on one of the higher levels of the financial reporting pyramid.

INFRASTRUCTURE ASSETS. These are also called "public domain" assets. These assets are immovable and belong in the category of Improvements Other Than Buildings. They are designed to serve the needs of the general public and would be of limited value to any purchaser of property because he could not control their use. Examples include roads, bridges, piers, curbs and gutters, channels, decks, aprons, sidewalks, and drainage systems.

IN-SUBSTANCE DEFEASANCE. An advance refunding in which the government is not legally released from being the primary obligor on the refunded bonds, but the possibility of the government having to make additional payments is considered remote under criteria provided by SFAS No. 76. See ADVANCE REFUNDING BONDS.

## BARS GLOSSARY

INTERIM FINANCIAL STATEMENT. A financial statement prepared before the end of the current fiscal year and covering only financial transactions during the current year to date.

INTERNAL AUDIT. An appraisal activity within an organization for the review of operations as a service to management. It is a managerial control which functions by measuring and evaluating the effectiveness of other controls.

INTERNAL CONTROL. Internal control comprises the plan of organization, and all of the coordinate methods and measures adopted within a government to accomplish its objectives.

Administrative control includes, but is not limited to, the plan of organization and the procedures and records that are concerned with the decision processes leading to management's authorization of transactions. Such authorization is a management function directly associated with the responsibility for achieving the objectives of the government and is the starting point for establishing accounting control of transactions.

Accounting control comprises the plan of organization and the procedures and records that are concerned with the safeguarding of assets and the reliability of financial records and consequently are designed to provide reasonable assurance that:

- a. Transactions are executed in accordance with management's general or specific authorization.
- b. Transactions are recorded as necessary (1) to permit preparation of financial statements in conformity with generally accepted accounting principles or any other criteria applicable to such statements and (2) to maintain accountability for assets.
- c. Access to assets is permitted only in accordance with management's authorization.
- d. The recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences.

The foregoing definitions are not necessarily mutually exclusive because some of the procedures and records comprehended in accounting control may also be involved in administrative control. See Part 3, Chapter 1, for internal control requirements.

## BARS GLOSSARY

INVENTORY. A detailed list showing quantities, descriptions, and values of property and, frequently, units of measure and unit prices.

INVESTMENTS. Assets held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

## BARS GLOSSARY

JOINT VENTURE. A legal entity or other organization that results from a contractual agreement and that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain (a) an ongoing financial interest or, (b) an ongoing financial responsibility.

JOURNAL. A book of original entry. Journals provide a chronological history of financial transactions and a systematic means by which the transactions can be distributed and summarized for convenient posting to ledger accounts. See GENERAL JOURNAL, SPECIAL JOURNAL, and REGISTER.

JOURNAL VOUCHER. A voucher provided for the recording of certain transactions or information in place of or supplementary to the journals or registers. The journal voucher usually contains an entry or entries, explanations, references to documentary evidence supporting the entry or entries, and the signature or initials of one or more properly authorized officials.

JUDGMENT. An amount to be paid or collected by a government as the result of a court decision, including a condemnation award in payment for private property taken for public use.



## BARS GLOSSARY

LEASEHOLD. The right to the use of real estate by virtue of a lease, usually for a specified term of years, for which consideration is paid.

LEASE-PURCHASE AGREEMENTS. Contractual agreements which are termed "leases," but which in substance amount to purchase contracts.

LEDGER. A group of accounts in which are recorded the financial transactions of an entity. See GENERAL LEDGER and SUBSIDIARY LEDGER.

LEGAL DEBT LIMIT. See DEBT LIMIT.

LEVY. (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

LIABILITIES. Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

"LIFTABLE" GENERAL PURPOSE FINANCIAL STATEMENTS (GPFS). NCGA Statement 1's GPFS are designed to be "liftable" from the Financial Section of the comprehensive annual financial report (CAFR) for inclusion in official statements for securities offerings or for widespread distribution, along with an independent auditor's opinion, to users requiring less detailed information than is contained in the full CAFR. In order to be "liftable," the GPFS must include all disclosures necessary for their fair presentation in conformity with GAAP including certain specified disclosures related to individual funds. See GENERAL PURPOSE FINANCIAL STATEMENTS.

LOCAL IMPROVEMENT. See SPECIAL ASSESSMENT.

LONG-TERM DEBT. Debt with a maturity of more than one year after the date of issuance.

## BARS GLOSSARY

MAINTENANCE. The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

MEASUREMENT FOCUS. The accounting convention which determines (1) which assets and which liabilities are included on an entity's balance sheet and (2) whether its operating statement presents "financial flow" information (revenues and expenditures) or "capital maintenance" information (revenues and expenses). See FLOW OF ECONOMIC RESOURCES MEASUREMENT FOCUS.

MITIGATION. In environmental management, avoiding, minimizing, rectifying, reducing, and compensating for project-induced resource losses.

MUNICIPAL BOND. A bond issued by a state or local government.

MUNICIPAL CORPORATION. A body politic and corporate established pursuant to state authorization for the purpose of providing governmental services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population, and is usually organized with the consent of its residents. It usually has a seal and may sue and be sued. Cities and counties are examples of municipal corporations. See QUASI-MUNICIPAL CORPORATIONS and SPECIAL DISTRICTS.

## BARS GLOSSARY

NET BOOK VALUE. See BOOK VALUE.

NET INCOME. Proprietary fund excess of operating revenues, nonoperating revenues, and operating transfers-in over operating expenses, nonoperating expenses, and operating transfers-out.

NET PROFIT. See NET INCOME.

NET REVENUES. See NET INCOME.

NET REVENUES AVAILABLE FOR DEBT SERVICE. Proprietary fund gross operating revenues less operating and maintenance expenses but exclusive of depreciation and bond interest. "Net revenue available for debt service" as thus defined is used to compute "coverage" on revenue bond issues. See COVERAGE . Under the provisions of some revenue bond indentures, "net revenues available for debt service" for computation of revenue bond coverage must be computed on a cash basis rather than in conformity with GAAP.

NOMINAL INTEREST RATE. The contractual interest rate shown on the face and in the body of a bond and representing the amount of interest to be paid, in contrast to the effective interest rate.

NONOPERATING EXPENSES. Proprietary fund expenses which are not directly related to the fund's primary service activities.

NONOPERATING INCOME. See NONOPERATING REVENUES.

NONOPERATING PROPERTIES. Properties which are owned by an enterprise fund but which are not used in the provision of the fund's primary service activities.

NONOPERATING REVENUES. Proprietary fund revenues which are incidental to, or by-products of, the fund's primary service activities.

NOTE PAYABLE. In general, an unconditional written promise signed by the maker to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein. See TEMPORARY LOANS.

NOTE RECEIVABLE. An unconditional written promise, signed by the maker, to pay a certain sum in money on demand or at a fixed or determinable future time either to the bearer or to the order of a person designated therein. The note may be held by the reporting governmental unit as designated payee or by endorsement.

NOTES TO THE FINANCIAL STATEMENTS. The summary of significant accounting policies and other disclosures required for a fair presentation of the basic financial statements of an entity in conformity with GAAP which are not included on the face of the basic financial statements themselves. The notes to the financial statements are an integral part of the basic financial statements.

## BARS GLOSSARY

OBLIGATIONS. Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities but also unliquidated encumbrances.

OBSOLESCENCE. The decrease in the value of fixed assets resulting from economic, social, technological, or legal changes.

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing of acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even where not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government. See BUDGET.

OPERATING CAPACITY. The maximum performance, production, or services possible under the limiting conditions of existing physical plant, labor force, method of production, etc.

OPERATING EXPENSES. Proprietary fund expenses which are directly related to the fund's primary service activities.

OPERATING GRANTS. External grants which are restricted by the grantor to operating purposes or which may be used for either capital or operating purposes at the discretion of the grantee. Although the concept applies in all funds, the classification is used only in proprietary funds. See also CAPITAL GRANTS, CONTRIBUTED CAPITAL, PASS-THROUGH RESOURCES and RESIDUAL EQUITY TRANSFERS.

OPERATING INCOME. The excess of proprietary fund operating revenues over operating expenses.

OPERATING REVENUES. Proprietary fund revenues which are directly related to the fund's primary service activities. They consist primarily of user charges for services.

OPERATING STATEMENT. The basic financial statement which discloses the financial results of operations of an entity during an accounting period in conformity with GAAP. Under NCGA Statement 1, operating statements and statements of changes in fund equity are combined into "all-inclusive" operating statement formats.

OPERATING SUBSIDY. See OPERATING GRANTS.

OPTIONAL BOND. See CALLABLE BOND.

## BARS GLOSSARY

ORGANIZATION UNIT CLASSIFICATION. Expenditure classification according to responsibility centers within a government's organization structure. Classification of expenditures by organization unit is essential to fixing stewardship responsibility for individual government resources.

OUTLAYS. Synonymous with EXPENDITURES. See CAPITAL OUTLAYS.

OVERHEAD. All costs other than direct costs. Specifically, those elements of cost necessary to produce an article or perform a service for which the amount applicable to the product or service cannot be determined accurately or readily. Usually they relate to those objects of expenditure which do not become an integral part of the finished product or service such as rent, heat, light, supplies, management, supervision, etc.

OVERLAPPING DEBT. The proportionate share of the debts of other local governments located wholly or in part within the limits of the reporting government which must be borne by property within each government. Except for special assessment debt, the amount of debt of each unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction. Special assessment debt is allocated on the basis of the ratio of assessments receivable in each jurisdiction to total assessments receivable which will be used wholly or in part to pay off the debt. See DIRECT DEBT.

## BARS GLOSSARY

PASS-THROUGH RESOURCES. Grants or loans received by a government in an agency capacity. Legal or contractual provisions require that the moneys be either transferred to or spent on behalf of another entity. The moneys do not affect the operations of the agency (i.e., there is no revenue or expenditure recognition by the agency). Such moneys should be accounted for in an agency fund. However, it is permissible to utilize distinct asset and liability account coding within the general fund. (The ultimate recipient of the moneys must report these funds as revenues or contributed capital.)

PAY-AS-YOU-GO BASIS. A term used to describe the financial policy of a government which finances all of its capital outlays from current revenues rather than by borrowing. A government which pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.

PERFORMANCE AUDITS. Examinations intended to assess (1) the economy and efficiency of the audited entity's operations and (2) program effectiveness - the extent to which program objectives are being attained. Performance audits are sometimes also referred to as operational audits.

PERPETUAL INVENTORY. A system whereby the inventory of units of property at any date may be obtained directly from the records without resorting to an actual physical count. A record is provided for each item or group of items to be inventoried and is so divided as to provide a running record of goods ordered, received, and withdrawn, and the balance on hand, in units and frequently also in value.

PETTY CASH. A sum of money set aside on an imprest basis for the purpose of making change or paying small obligations for which the issuance of a formal voucher and warrant would be too expensive and time consuming. Petty cash accounts are sometimes referred to as petty cash "funds." However, they are not "funds" in the sense of governmental accounting's seven fund types. Petty cash accounts should be reported as assets of the fund of ownership. See IMPREST ACCOUNT.

PETTY CASH VOUCHER. A voucher used to record individual disbursements of petty cash. See IMPREST CASH ACCOUNT.

POOLED ASSETS. Similar assets that are grouped together for the purpose of setting a rate to charge users of the assets.

POST AUDIT. An examination of financial transactions that have been consummated or those in various stages of completion at the end of an accounting period. See PRE-AUDIT.

POSTING. The act of transferring to an account in a ledger the data, either detailed or summarized, contained in a book or document of original entry.

## BARS GLOSSARY

PRE-AUDIT. An examination of financial transactions prior to their completion.

PREPAID ITEMS. An asset account reflecting charges entered in the accounts for benefits not yet received. Prepaid items differ from deferred charges in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations. Examples of prepaid items are prepaid rent, prepaid interest, and unexpired insurance premiums. An example of a deferred charge is unamortized discounts on bonds sold.

PRESENT VALUE. The sum of future payments or receipts discounted to the current date at an appropriate rate of interest. Usually the present value can be considered equivalent to the cash price that would be paid for an item on delivery or the principal or face amount of an investment or debt exclusive of interest. However, when an item is purchased on credit and no interest rate is stated, or when an investment is bought or sold at a premium or discount, or when a debt is incurred and the cash proceeds are not the same as the face amount of the debt, computation of present value may be required. The rules and procedures are available in any current intermediate accounting text.

PROGRAM COMPLIANCE AUDIT. An examination leading to the expression of an opinion on the degree of the audited entity's compliance with requirements imposed by intergovernmental grantors and the audited entity's eligibility for grant monies.

PROPRIETARY FUND TYPES. Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position, and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

PUBLIC AUTHORITY. See AUTHORITY.

PUBLIC CORPORATION. See MUNICIPAL CORPORATION and QUASI-MUNICIPAL CORPORATION.

PURCHASE ORDER. A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

PURCHASES METHOD. The method under which inventories are recorded as expenditures when acquired. At the end of the fiscal period, inventories on hand are recorded as a balance sheet asset with an offset to a reserved fund balance account.

## BARS GLOSSARY

QUALIFIED OPINION. An opinion stating that "except for" the effect of the matter to which the qualification relates, the financial statements present fairly the financial position, results of operations and (when applicable) changes in financial position in conformity with GAAP. Such an opinion is expressed when a lack of sufficient, competent evidential matter or restrictions on the scope of the auditor's examination have led the auditor to conclude that an unqualified opinion cannot be expressed, or when the auditor believes, on the basis of his examination, that (1) the financial statements contain a departure from GAAP, the effect of which is material, (2) there has been a material change between periods in accounting principles or in the method of their application or (3) there are significant uncertainties affecting the financial statements, and the auditor has decided not to express an adverse opinion or to disclaim an opinion. See ADVERSE OPINION and DISCLAIMER OPINION.

QUASI-MUNICIPAL CORPORATION. An agency established by the state primarily for the purpose of helping the state to carry out its functions. Some agencies ordinarily classified as quasi-municipal corporations have been granted the powers of municipal corporations by the state. See MUNICIPAL CORPORATION and SPECIAL DISTRICTS.



## BARS GLOSSARY

RATE BASE. The value of utility property used in computing an authorized rate of return as authorized by law or a regulatory commission.

REBATES. See REFUNDS.

RECEIPTS. Cash received.

REFUND. (Noun) The recovery of an item previously expensed or the repayment of an item previously recorded as revenue. Such refunds should be included in revenues, expenditures, or expenses of the current accounting period. (Verb) To pay back or allow credit for an amount because of an over-collection or because of the return of an object sold. Such charges or credits should be made to the account where the original transaction was recorded. (Verb) To provide for the payment of an obligation through cash or credit secured by a new obligation.

REFUNDING BONDS. Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds. See ADVANCE REFUNDING BONDS.

REGISTER. A record for the consecutive entry of a certain class of events, documents, or transactions, with proper notation of all the required particulars. The form of registers varies from a one-column to a multi-columnar sheet of special design whereon the entries are distributed, summarized, and aggregated for convenient posting to the accounts. See JOURNAL.

REGISTERED WARRANT. A warrant which is registered by the paying officer for future payment due to a present lack of monies and which is to be paid in the order of its registration. In some cases, such warrants are registered when issued; in others, when first presented to the paying officer by the holders. See WARRANT.

REIMBURSABLE EXPENDITURE. See RECOVERABLE EXPENDITURE.

REIMBURSEMENTS. Reimbursements are transactions that reduce expenditures or expenses in the fund that is reimbursed. These transactions include refunds of expenditures, internal prorations of costs, and payments received for others' share of pooled purchases.

Reimbursements do not include recoveries for damages, whether from insurance or from private sources, contractual payments from the state or from other local governments, or impact payments, or shared costs of providing services.

Examples of transactions that qualify as reimbursements include: The distribution of utility and telephone bills among the departments and funds of a government, after one department has paid the bill; similar allocations of insurance premiums and payrolls among various departments and funds; jury duty pay and disability pay returned to an employer; and rebates of part of an insurance premium.

## BARS GLOSSARY

REPORT OF EXAMINATION. See AUDIT REPORT.

REQUISITION. A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

RESERVE. (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.

RESERVE FOR UNCOLLECTED TAXES. This use of the term "reserve" is no longer acceptable under NCGA Statement 1. See DEFERRED REVENUES.

RESTRICTED ASSETS. Monies or other resources, the use of which is restricted by legal or contractual requirements. In governmental accounting, special treatments are applied to restricted assets arising out of revenue bond indentures in enterprise funds. These are sometimes also called restricted "funds" but such terminology is not preferred.

REVENUE BONDS. Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund; i.e., port district. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

REVENUES. Increases in proprietary fund type net total assets from other than expense refunds and capital contributions. Under NCGA Statement 1, operating transfers-in are classified separately from revenues.

REVOLVING FUND. An imprest account which is accounted for as an asset of a fund.

## BARS GLOSSARY

SCHEDULES. See SUPPORTING SCHEDULES.

SECURITIES. Bonds, notes, mortgages, or other forms of negotiable or nonnegotiable instruments. See INVESTMENTS.

SEGMENT, REPORTABLE. The term "reportable segment" applies only to the enterprise funds of a government. Such segments may be separate funds or subdivisions of a single enterprise fund. Section III of this BARS Manual contains detailed instructions about how to distinguish segments and report a business activity. In general, a separate reportable segment results whenever a business activity of the government has long-term debt or has material amounts of intergovernmental operating grants or subsidies, operating transfers-in or transfers-out, or tax revenues. An enterprise fund segment is to be regarded as reportable if the absolute amount of its operating income or operating loss is 10 percent or more of the greater in absolute amount, of:

1. The combined operating income of all enterprise segments that did not incur an operating loss, or
2. The combined operating loss of all enterprise segments that did incur an operating loss.

To illustrate how the above paragraph is applied, assume that an enterprise has seven industry segments some of which incurred operating losses, as follows:

<u>Enterprise Fund</u>	<u>Operating Income Or (Operating Loss)</u>	<u>10% (or More) of the Greater - \$110.00</u>
A	\$ 100	\$
B	500	500
C	<u>400</u>	400
	\$1,000 (less than \$1,100)	
D	(295)	(295)
E	(600)	(600)
F	(100)	
G	<u>(105)</u>	
	(\$1,100) (greater than \$1,000)	

1. The combined operating income of all enterprise funds that did not incur a loss (A, B, and C) is \$1,000.
2. The absolute amount of the combined operating loss of these funds that did incur a loss (D, E, F, and G) is \$1,100.
3. Therefore, enterprise funds B, C, D, and E are reportable segments because the amount of their individual operating income or operating loss equals or exceeds \$110 (10% or more of the greater of \$1,000 and \$1,100).
4. Additional segments might, of course, be reportable because of material subsidies, tax revenues or interfund transfers.

## BARS GLOSSARY

SELF-INSURANCE. A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets of fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

SELF-SUPPORTING or LIQUIDATING DEBT. Debt obligations whose principal and interest are payable solely from the earnings of the enterprise for the construction or improvement of which they were originally issued. See REVENUE BONDS.

SERIAL BONDS. Bonds whose principal is repaid in periodic installments over the life of the issue.

SHARED REVENUES. Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SHARED TAXES. See SHARED REVENUES.

SHORT-TERM DEBT. Debt with a maturity of one year or less after the date of issuance. Short-term debt usually includes contracts and accounts payable, bond anticipation notes, and interim warrants.

SINGLE AUDIT. Expanded financial and compliance audits which are to include standardized program compliance audit elements. Single audits are expected eventually to eliminate the need for separate program compliance audits of individual federally assisted programs.

SOURCE. The origin of revenues, not necessarily the payor.

SPECIAL ASSESSMENT. A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL ASSESSMENT BONDS. Bonds payable from the proceeds of special assessments. These bonds are payable only from the collections of special assessments, and occur in Local Improvement Districts (LIDs) and Road Improvement Districts (RIDs).

SPECIAL ASSESSMENT LIENS RECEIVABLE. Claims which a government has upon properties until special assessments levied against them have been paid. The term normally applies to those delinquent special assessments for the collection of which legal action has been taken through the filing of claims.

SPECIAL ASSESSMENT ROLL. The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

SPECIAL DISTRICT. An independent unit of local government organized to perform a single governmental function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent upon enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, school districts, transit authorities, port authorities, and public utility districts.

## BARS GLOSSARY

SPECIAL JOURNAL. A journal containing all entries of a particular type. Examples include cash receipts journals, cash disbursement journals, purchases journals, etc. See JOURNAL and GENERAL JOURNAL.

STATE-COLLECTED LOCALLY SHARED TAX. See SHARED REVENUES.

STATEMENTS. See BASIC FINANCIAL STATEMENTS.

STATEMENT OF CASH FLOWS.

STATEMENT OF CHANGES IN FUND EQUITY. The basic financial statement which reconciles the equity balances of an entity at the beginning and end of an accounting period in conformity with GAAP. It explains the relationship between the operating statement and the balance sheet. Under NCGA Statement 1, statements of changes in fund equity are combined with operating statements into "all-inclusive" operating statements formats.

STATEMENT OF FINANCIAL CONDITION. See BALANCE SHEET.

STATEMENT OF FINANCIAL POSITION. See BALANCE SHEET.

## BARS GLOSSARY

STATEMENT OF REVENUES AND EXPENSES. The basic financial statement which is the proprietary fund, nonexpendable trust fund, and pension trust fund GAAP operating statement. It presents increases (revenues) and decreases (expenses) in an entity's net total assets.

STATISTICAL TABLES. Financial presentations included in the Statistical Section of the CAFR which provide detailed data on the physical, economic, social, and political characteristics of the reporting government. They are intended to provide CAFR users with a broader and more complete understanding of the government and its financial affairs than is possible from the basic financial statements and supporting schedules included in the Financial Section. Statistical tables usually cover more than two fiscal years and often present data from outside the accounting records. In contrast to Financial Section information, therefore, Statistical Section data are not usually susceptible to independent audit.

STEVEDORING. The function of loading and unloading the ship, often done by stevedoring companies who then employ longshore labor for specific tasks.

STORES. Goods subject to requisition and use on hand in storerooms.

SUBRECIPIENT. An entity that is a secondary or ultimate recipient of federal (grantor) financial assistance. These federal funds are distributed, under contract, by a state or local government (grantee) to the secondary recipient and are used by it in order to carry out federal assistance programs. (These funds are not to be confused with PASS-THROUGH RESOURCES received as an agency that are forwarded to a provider of services.) See PASS-THROUGH RESOURCES.

SUPPORTING SCHEDULES. Financial presentations used: (1) to demonstrate compliance with finance-related legal and contractual provisions; (2) to present information spread throughout the basic financial statements that can be brought together and shown in greater detail (e.g., schedule of taxes receivable); (3) to present greater detail for information reported in the basic financial statements (e.g., detail of revenues and expenditures by element and object); and (4) to present information not disclosed in GAAP basic financial statements (e.g., operation of cash).

## BARS GLOSSARY

TARIFF RATES. In a port, a list or scale of prices and charges for various port services (for example , wharfage and dockage).

TAXES. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

TEMPORARY LOANS. Short-term obligations representing amounts borrowed for short periods of time and usually evidenced by notes payable or warrants payable. They may be unsecured or secured by specific revenues to be collected.

TRADE DISCOUNT. An allowance, usually varying in percentage with the volume of transactions, made to those engaged in certain businesses and allowable without respect to the time when the account is paid. These discounts are commonly considered a reduction of the sales or purchase price and not earnings. The term is not to be confused with CASH DISCOUNT.

TRANSFER VOUCHER. A voucher authorizing transfers of cash or other resources between accounts.

TRIAL BALANCE. A list of the balances of the accounts in a ledger kept by double entry, with the debit and credit balances shown in separate columns. If the totals of the debit and credit columns are equal or their net balance agrees with a control account, the ledger from which the figures are taken is said to be "in balance."

## BARS GLOSSARY

UNCLASSIFIED. Any operation which uses a modified accrual or cash (single-entry) basis of accounting and therefore does not record depreciation or other expenses. Such operations should be accounted for in the general fund or in special revenue funds. See FUND TYPE.

UNEARNED INCOME. See DEFERRED CREDITS.

UNIT COST. A term used in cost accounting to denote the cost of producing a unit of product or rendering a unit of service; for example, the cost of treating and purifying 1,000 gallons of sewage.

UNQUALIFIED OPINION. An auditor's opinion which states that the basic financial statements of a specified entity are fairly presented in conformity with GAAP applied on a basis consistent with the prior year.

UTILITY FUND. See ENTERPRISE FUND.



## BARS GLOSSARY

VOUCHER. A written document which evidences the propriety of transactions and usually indicates the accounts in which they are to be recorded.

VOUCHER SYSTEM. A system which calls for the preparation of vouchers for transactions involving payments and for the recording of such vouchers in a special book of original entry, known as a voucher register, in the order in which payment is approved.

VOUCHERS PAYABLE. Liabilities for goods and services evidenced by vouchers which have been preaudited and approved for payment but which have not been paid.

## BARS GLOSSARY

WARRANT. An order drawn by the legislative body or an officer of a government upon its treasurer directing the latter to pay a specified amount to the person named or to the bearer. It may be payable upon demand, in which case it usually circulates the same as a bank check; or it may be payable only out of certain revenues when and if received, in which case it does not circulate as freely. See REGISTERED WARRANT.

WARRANTS PAYABLE. The amount of warrants outstanding and unpaid.

WASTING ASSETS. Mines, timberlands, quarries, oil fields, and similar assets which diminish in value by the removal of their contents.

WHARFAGE. A fee charged against the cargo for moving it across a wharf or terminal.

WORK IN PROCESS. The cost of partially completed products manufactured or processed, such as a partially completed printing job. Sometimes referred to as "work in progress." See CONSTRUCTION IN PROGRESS.

WORK IN PROGRESS. See CONSTRUCTION IN PROGRESS and WORK IN PROCESS.

YIELD. See EFFECTIVE INTEREST RATE.

BARS GLOSSARY

**THIS PAGE LEFT BLANK INTENTIONALLY.**

<u>EFF DATE</u>	<u>SUPERSEDES</u>
1/1/93	NONE

<u>BARS MANUAL:</u>	<u>VOL</u>	<u>PT</u>	<u>CH</u>	<u>PAGE</u>
UNCLASSIFIED PROPRIETARY	1	A	1	40